

# PXE4

## User Manual



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## Introduction

This guidebook is written as an application-focused manager for novice and veteran authors/publishers/copy editors, who develop or deliver competency based material or learning activities. It contains all essential information, using that you can make best use of PXE4.

## Getting Started

Enter <http://powerxeditor.aptaracorp.com/mhest/login.aspx> in the address bar of the compatible browser to view the Login Page. You will need authentic login credentials (Username & Password) to access the assignments.

**Browser Compatibility:** PXE4 supports the following browsers:

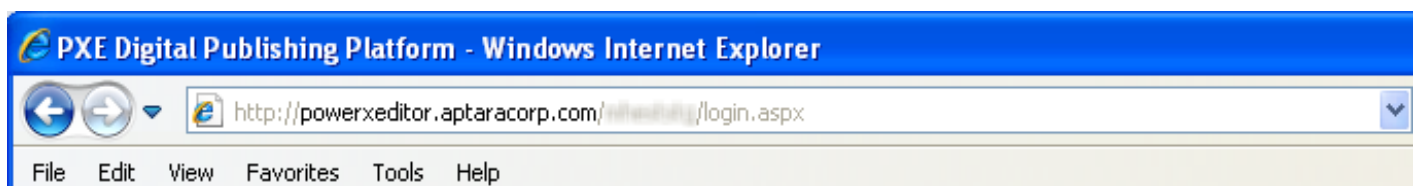
- ✓ Internet Explorer 8.0 and 9.0 – Windows
- ✓ Firefox 8.0 to 17 - Windows and Mac OS
- ✓ Safari 5 - Windows and Mac OS
- ✓ Chrome 22.0 – 23.0 Windows

**Note:** *Unsupported browsers or inconsistent internet connectivity can cause frequent data loss and editing problems.*

1. *Internet Explorer 8 with compatibility view is not supported*
2. *Pop-up windows should be enabled*

## Starting PXE4

To load PXE4, open any of the supported browsers. Enter the valid URL (provided by the administration) in the address bar and press 'Enter' key of the keyboard.



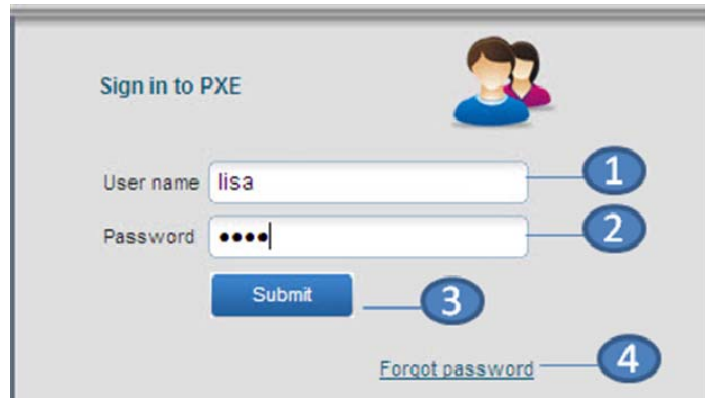
On entering the valid URL, PXE4 login page will appear. Then, enter the authentic credentials to login to PXE4.

## Login Credentials

The login credentials are sent to you by the admin on your registered e-mail ID. If in case, you do not receive your credentials in 'Inbox', then check 'Spam' folder for the same. If this problem persists then feel free to contact Helpdesk.

## Login to PXE4

To login to PXE4, enter the authentic username (1) and password (2) in the respective columns, and click 'Submit' (3) button. If in case, you do not remember the login password, then click 'Forgot Password' link (4) to get it back.

The image shows a login form titled "Sign in to PXE4" with a user icon. It contains two input fields: "User name" with the text "lisa" and "Password" with masked characters. Below these is a blue "Submit" button and a blue underlined link "Forgot password". Numbered callouts 1 through 4 point to the username field, password field, Submit button, and Forgot password link respectively.

## Forgot Password

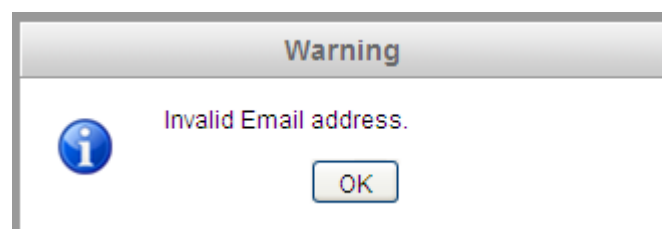
If you are an existing user and have forgotten your password; then you can retrieve it by clicking the 'Forgot Password' link. On clicking this link, a pop-up window will appear. Enter your email ID that is registered with PXE4 in it and click 'Submit' button.

The image shows a "Forgot Password" pop-up window. It has a title bar with a close button. Inside, there is a label "Email ID :" followed by a text input field. A red arrow points to the input field. To the right of the input field is a blue "Submit" button.

➡ If in case, you have entered an email ID that is not registered in PXE4 in the pop-up window, then following warning message will appear. Click 'OK' and retype the registered email ID in the given text column.

The image shows a "Warning" dialog box. It has a title bar. Inside, there is an information icon (i) and the text "Your email id is wrong." Below the text is an "OK" button.

➡ If in case, you have entered an email ID with incorrect domain name then, following warning message will appear. Click 'OK' and retype the registered email ID with correct domain name in the given text column.

The image shows a "Warning" dialog box. It has a title bar. Inside, there is an information icon (i) and the text "Invalid Email address." Below the text is an "OK" button.

- ✓ If you have entered correct email ID that is registered with PXE4, then a confirmation message will appear. Click 'OK' to continue.



You will receive your password on the registered email address. If you do not receive mail in Inbox then, check the 'Spam' folder for the same. The mail regarding the password will be in below-mentioned format:

**Your PXE password has been reset.**

powerxeditor@aptaracorp.com

Sent: Wed 10/10/2012 5:08 PM

To: Hina Gupta

Dear User Name,

As per your request, PXE account password has been reset.

New password is: **2urw31ap174**

From  
PXE Team.

**Confidentiality Notice**

This email contains information and instructions that are intended only for the use of the individual to whom it is addressed. If you think you might not be the proper recipient, please let us know by replying to the sender or to [aptarahelpdesk@aptaracorp.com](mailto:aptarahelpdesk@aptaracorp.com). Thank you very much for your cooperation.

- Add [powerxeditor@aptaracorp.com](mailto:powerxeditor@aptaracorp.com) to your address book or filter exception list to ensure that the email from PXE4 arrives in your Inbox.
- If you do not receive email on your registered email address, then contact Helpdesk or use Chat Live option. (See Helpdesk)

## Helpdesk

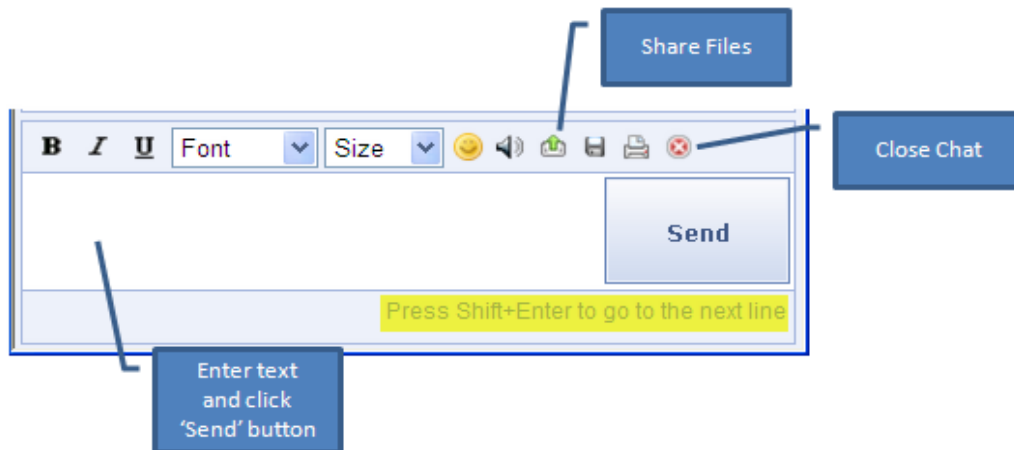
Our endeavor is to resolve your issues at first point of contact. Helpdesk provides online support for PXE4 24 hours a day, 7 days a week. Hence, in case of difficulty you can contact Aptara Helpdesk via US toll free number **1.800.767.1518 x 2035** or can write us an e-mail at [aptarahelpdesk@aptaracorp.com](mailto:aptarahelpdesk@aptaracorp.com)

## Chat Live



To get an immediate answer of the query, Chat Live option is available in PXE4. It is convenient and free. It helps you to get the answers fast. Starting a chat and getting your questions answered is just a click away!



Click 'Chat Live' link to put forth queries regarding PXE4 and in no time, 'Online Message Window' will appear on the screen. Provide all the details in the given form and click 'Request Chat' button. Helpdesk executive will join you and then you can share your problems with him. You can also share files with the executive, if required. Click the 'red-cross' to close the conversation with the executive.

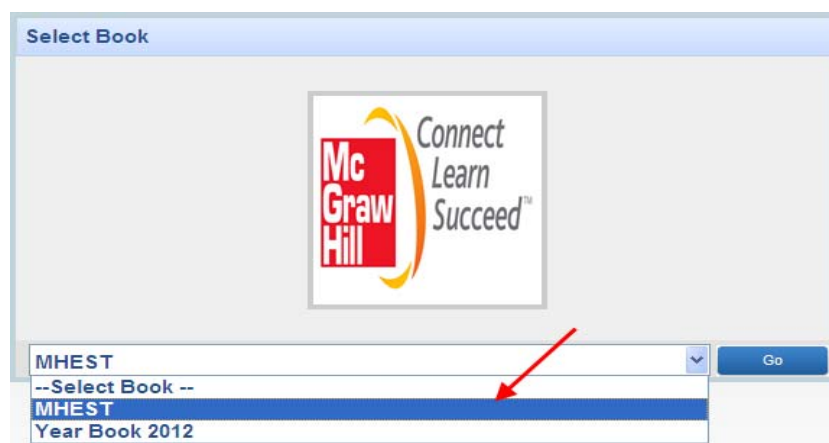


#### Note:

- (i.)  Chat Live Chat Live option with 'Green dot' indicates that help desk is online.
- (ii.) Make sure to select the valid project, before entering your query.
- (iii.)  Chat Live Chat Live option without 'Green Dot' indicates that help desk is offline.

## Select Book

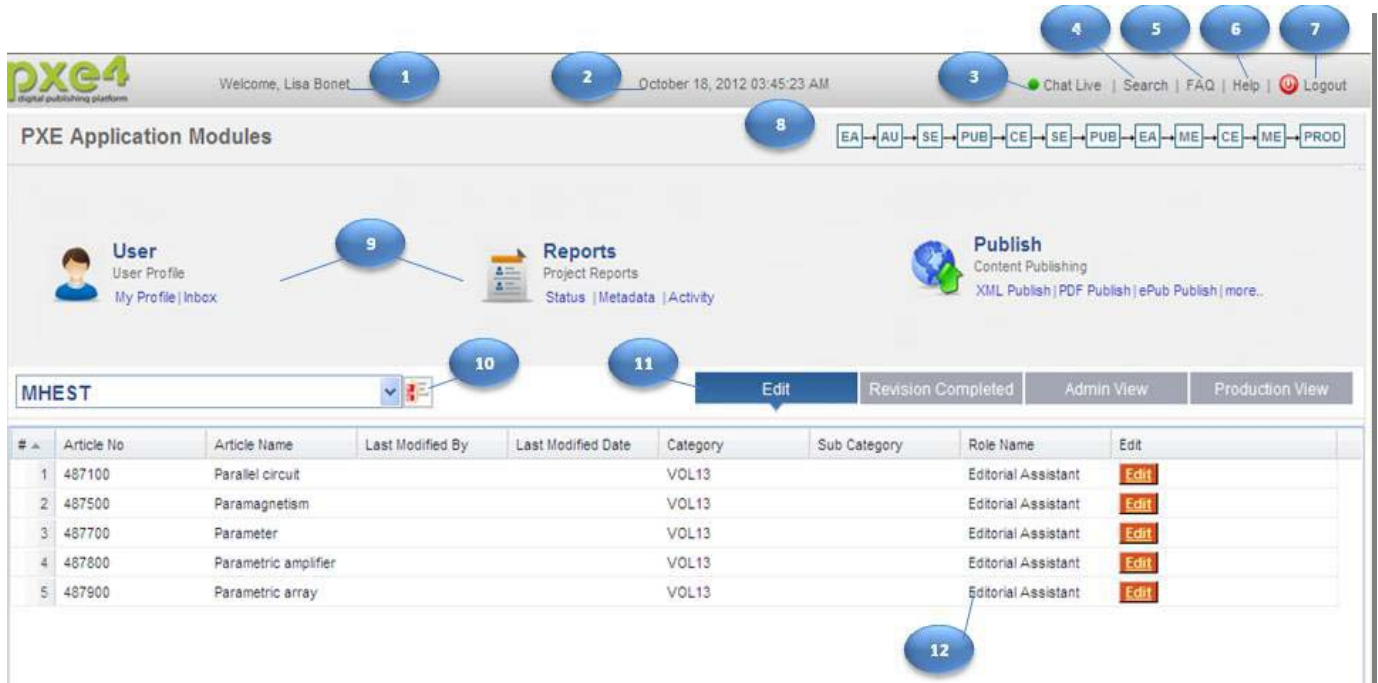
If admin has assigned you articles of two or more Books, then 'select book' page will appear before dashboard. On this page, you can select a Book as per the preference from the drop-down list and click 'go' button to access its assignments on the dashboard.





## Dashboard

PXE4 dashboard organizes and presents all the important application modules and their sub-modules. It integrates information of multiple components into a unified display and makes it easily accessible for you. While working on assignment, you can go back to dashboard page by clicking 'Home' link.



The screenshot shows the PXE4 dashboard interface. At the top, there is a header bar with the PXE4 logo, a welcome message 'Welcome, Lisa Bonet', the date and time 'October 18, 2012 03:45:23 AM', and links for 'Chat Live', 'Search', 'FAQ', 'Help', and 'Logout'. Below the header, there is a section for 'PXE Application Modules' with a workflow diagram: EA → AU → SE → PUB → CE → SE → PUB → EA → ME → CE → ME → PROD. The main content area is divided into three sections: 'User' (User Profile, My Profile | Inbox), 'Reports' (Project Reports, Status | Metadata | Activity), and 'Publish' (Content Publishing, XML Publish | PDF Publish | ePub Publish | more...). Below these sections, there is a table with the following data:

#	Article No	Article Name	Last Modified By	Last Modified Date	Category	Sub Category	Role Name	Edit
1	487100	Parallel circuit			VOL13		Editorial Assistant	Edit
2	487500	Paramagnetism			VOL13		Editorial Assistant	Edit
3	487700	Parameter			VOL13		Editorial Assistant	Edit
4	487800	Parametric amplifier			VOL13		Editorial Assistant	Edit
5	487900	Parametric array			VOL13		Editorial Assistant	Edit

This Dashboard shows a 'Welcome' note with the Display Name (1), Date & Time (2), Chat Bar (3), Search Bar (4), FAQ (5), Help (6), Logout (7) Option, Workflow (8) and its division in layers, Application Modules (9), Book Selection (10) option, Tabs (11) and assignments in edit mode (12). This page is designed to provide easy access of the important pages to the user.

- 1. Display Name:** The name of the user that displays at the top-right corner of the header (Next to PXE4 Logo) of dashboard and other pages. This display name can be changed through 'My Profile' section.
- 2. Date and Time:** You will see the current date with time as per EDT.
- 3. Chat Live:** To assist you at any time, Chat Live link is given at the top-left corner of the window. You can directly chat with the helpdesk executive and ask for a solution.
- 4. Search Bar:** You can search any specific article depending on the tab selection on dashboard. To make search more accurate and easy, multiple types of search filters are provided in search window.
- 5. FAQ:** This link lists some of the questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular article of PXE4.

6. **Help:** This guide is designed to take you through the initial steps of handling PXE4. By reading and understanding this guide, you would be able to navigate, put query, and produce information using the toolsets available in the application.
7. **Logout:** PXE4 is a multi-access system; hence, it is important for you to leave the system using Logout option.
8. **Workflow:** This is a linear representation of sequence of operations. It serves as a virtual representation of actual work-levels. It displays all the different layers that are involved sequentially to provide final output from PXE4.
9. **Application Modules:** To provide easy-access to important settings, different categories are classified into a single parent that is called Application Module. These multiple application modules help you in managing, tracking, and publishing articles.
10. **Select Book:** To make PXE4 more dynamic, select book option is implemented. This feature helps you in switching multiple books and their pre-defined setting in a single click.
11. **Tabs:** To represent the articles in a simplified manner for the purpose of managing and tracking, different panels are designed in PXE4.
12. **Assignments:** List of Articles available in a Book that are assigned to you on a specified role.

## Application Modules

PXE4 Application Modules help you in adding, deleting, managing, and publishing articles. These modules are designed to provide easy access to all-important reports and other related settings of PXE4. You can publish XML and PDF of articles. Moreover, these modules are designed, keeping requirements of specific applications in mind. These modules are clubbed together on dashboard to make the user interface clean and simple.

**Note:** You can only access those application modules and sub-modules, which Administrator has assigned to you. That can differ as per roles and books assignments.

### Article Module

This module is designed to make the assigning process simpler and flexible. You can 'add' and 'assign' one or more articles to single as well as multiple users at same time, as per the requirements. This tool also helps in assigning new articles and update assignments of existing articles.



## Manage Link

Using Manage option, you can add, edit, and delete the article in PXE4. You can also make the article active and inactive as per the requirement. In active status, article will be accessible for all, on other hand, in inactive status; article will be inaccessible for all. You have to click 'Manage' link that will appear under article-module on dashboard.

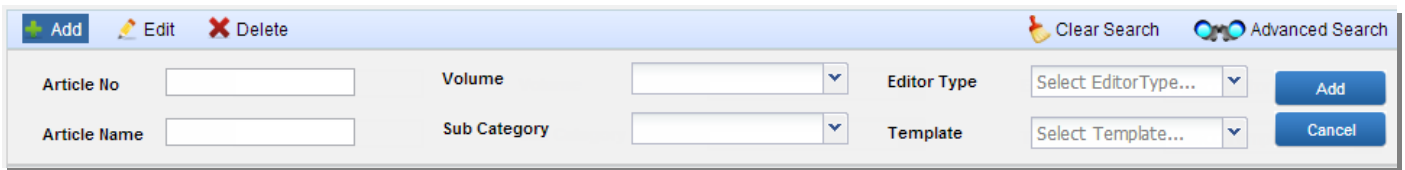


## Add Article

In 'Add' grid-panel, you can create or add article in the PXE4. To create article, you have to define its name, number, category, sub-category, template, and editor type. You also have to make sure the uniqueness of the article number and name. (It should not match with the values of existing article)

Follow the below-mentioned steps to add article in PXE4:

**Step1.** To add a new article, click on the 'Add' button. Add panel will appear at the bottom of the window



The screenshot shows the 'Add Article' form. At the top, there are buttons for 'Add', 'Edit', and 'Delete'. On the right, there are links for 'Clear Search' and 'Advanced Search'. The form contains the following fields:

- Article No:
- Article Name:
- Volume:
- Sub Category:
- Editor Type:
- Template:

At the bottom right, there are 'Add' and 'Cancel' buttons.

**Step2.** Enter 'Article No' and 'Article Name' in the respective fields

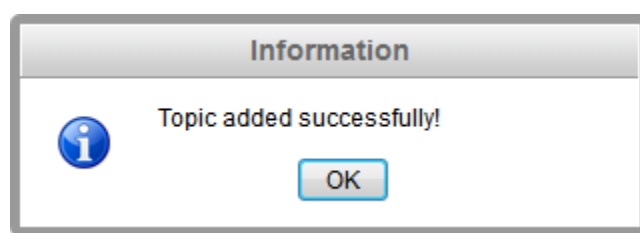
**Step3.** Select 'Volume' from the drop-down list.

**Step4.** Select 'Sub Category' from the drop-down list

**Step5.** Select 'Editor Type' from the drop-down list

**Step6.** Select 'Template' from the drop-down list

**Step7.** Click 'Add' button to add article in the PXE4. On successfully adding an article, an information message will appear



**Step8.** Click 'OK' to continue

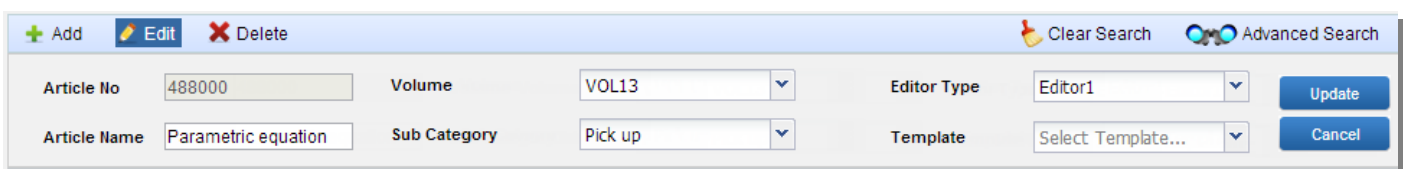
### Edit Article

In 'Edit' grid-panel, you can make changes in the values or information of an existing article. On multiple selections, 'edit' button will not respond. While making changes, you have to make sure that the changed values do not match with the existing values of the articles.

Follow the below-mentioned steps to edit article's information in PXE4:

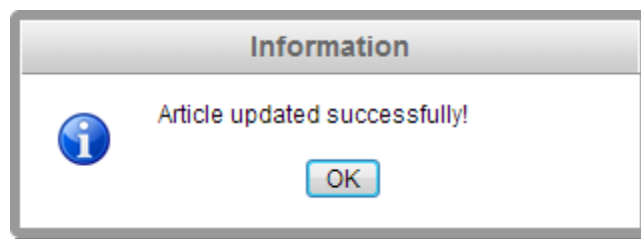
**Step1.** Select an existing article from the list

**Step2.** Click 'Edit' button. Edit window grid-panel will appear



**Step3.** Edit article's details like Article Number, Article Name, Volume, and Sub-Category

**Step4.** Click 'Update' button. An information message will appear



**Step5.** Click 'OK' to continue

### Delete Article

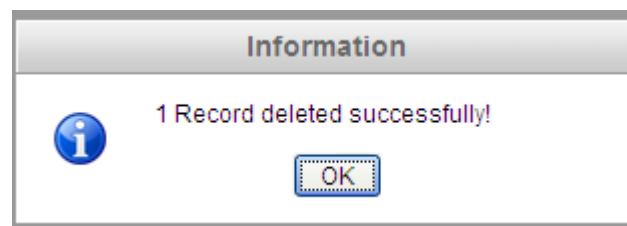
You can delete one or more articles at same time from PXE4, using 'Delete' button. To delete article(s) from the book, follow the below-mentioned steps:

**Step1.** Select one or more articles from the list (none of them should be in open status)

**Step2.** Click 'Delete' icon-button. A confirmation message will appear

<

**Step3.** Click 'Yes' to continue. An information message will appear



## Active and Inactive

You can make one or more articles visible or invisible at any level of the Workflow, using Active and Inactive functionality. Each article has a check box at the extreme right under the Active/Inactive Column. On checking the box, you can make the article visible and un-checking can make it invisible. This functionality helps in immediately pausing the processing of article at its existing level of workflow.

## Assign Link

Assign link is designed to make assigning process simpler and more dynamic. This option can help administrator to assign new or updated articles to different users available at different roles in the Workflow. Advanced article filtration techniques help you in sorting articles on the basis of their revisions in the system. If required, articles can also be assigned to a specific user. Force assigning option is also available under this sub-module, which is required to re-assign the articles.

## Article

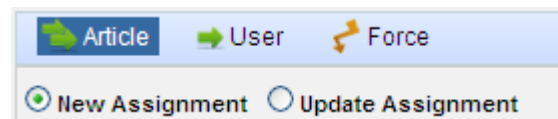
By using 'Article' option, you can assign the new and existing articles to same or different users. From the same location, you can also assign single or multiple articles to different users at different roles. To assign a new or updated article to the user at any role, follow the below-mentioned steps:

**Step1.** Click on 'Assign' link that will appear under the Article Module on dashboard. Assign window will appear



**Step2.** Article tab will get appear as per the default settings

**Step3.** Select either 'New Assignment' button to assign an unassigned article to the user, or select 'Update Assignment' option to assign an already assigned or updated article to other user



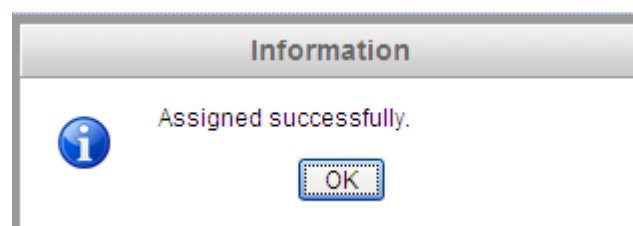
- **New Assignment:** The newly added article will appear under 'New Assignments'.
- **Update Assignment:** The existing article will appear under 'Update Assignments'.

**Step4.** Select 'User(s)' on specified roles at different levels of the workflow

**User Grid:** It shows all the users at different role and makes the assigning procedure easy and convenient

<input type="checkbox"/> Editorial_Assistant	<input type="checkbox"/> Author	<input type="checkbox"/> Staff_Editor	<input type="checkbox"/> Publisher	<input type="checkbox"/> Copy_Editor	<input type="checkbox"/> Managing_Editor	<input type="checkbox"/> Production
<input type="checkbox"/> Charles Wagner	<input type="checkbox"/> David Blumel	<input type="checkbox"/> Charles Wagner	<input type="checkbox"/> Publisher 1	<input type="checkbox"/> Charles Winston	<input type="checkbox"/> Charles Wagner	<input type="checkbox"/> shobhit
<input type="checkbox"/> Charles Winston	<input type="checkbox"/> Frank Kotowski	<input type="checkbox"/> Charles Winston	<input type="checkbox"/> Publisher 2	<input type="checkbox"/> Copy Editor 1	<input type="checkbox"/> Charles Winston	
<input type="checkbox"/> David Blumel	<input type="checkbox"/> Jonathan Weil	<input type="checkbox"/> shobhit	<input type="checkbox"/> shobhit	<input type="checkbox"/> Copy Editor 2	<input type="checkbox"/> Managing Editor 1	
<input type="checkbox"/> Frank Kotowski	<input type="checkbox"/> Lisa Bonnet	<input type="checkbox"/> Staff Editor 1		<input type="checkbox"/> shobhit	<input type="checkbox"/> Managing Editor 2	

**Step5.** Click on the 'Update' button. An information message will appear. Click 'OK' to continue



## User

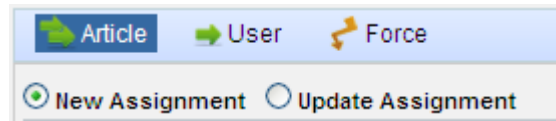
By using 'User' option, you can assign new assignments and un-assign updated assignments to a user at a specific role. Following are some of the steps that are needed to perform to make the changes:

**Step1.** Select 'User' option to reassign the articles. A panel grid will appear

**Step2.** Select 'New Assignment' button to assign new articles to a user at a specific role

Or

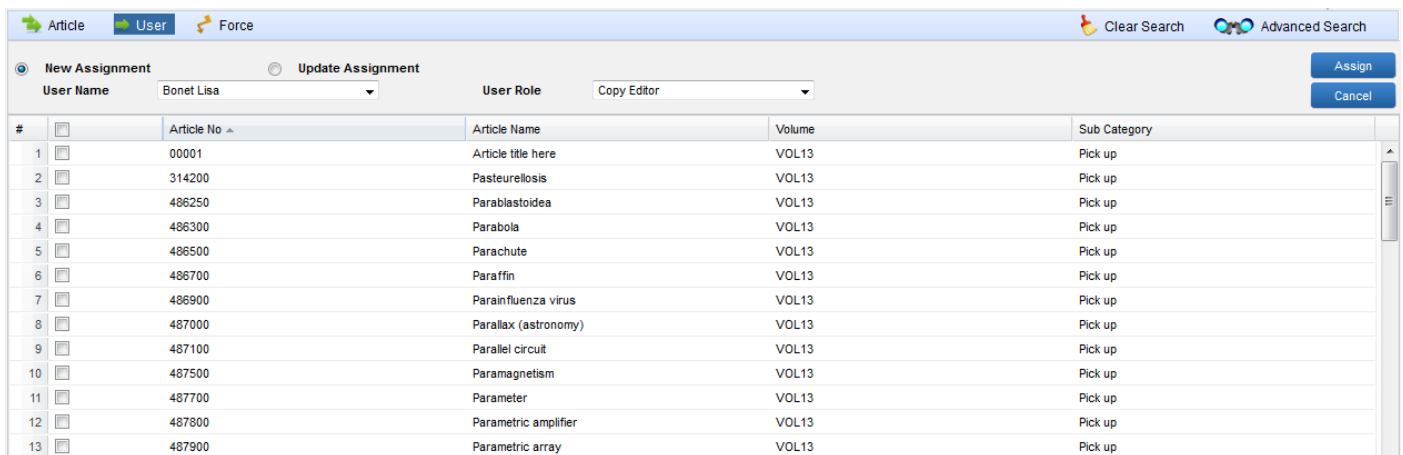
- Select 'Update Assignment' option only if you want to un-assign the articles from a specific user's account that too at a specific role



**New Assignment:** The newly added article will appear under the 'New Assignments'.

**Update Assignment:** The existing article will appear under the 'Update Assignments'.

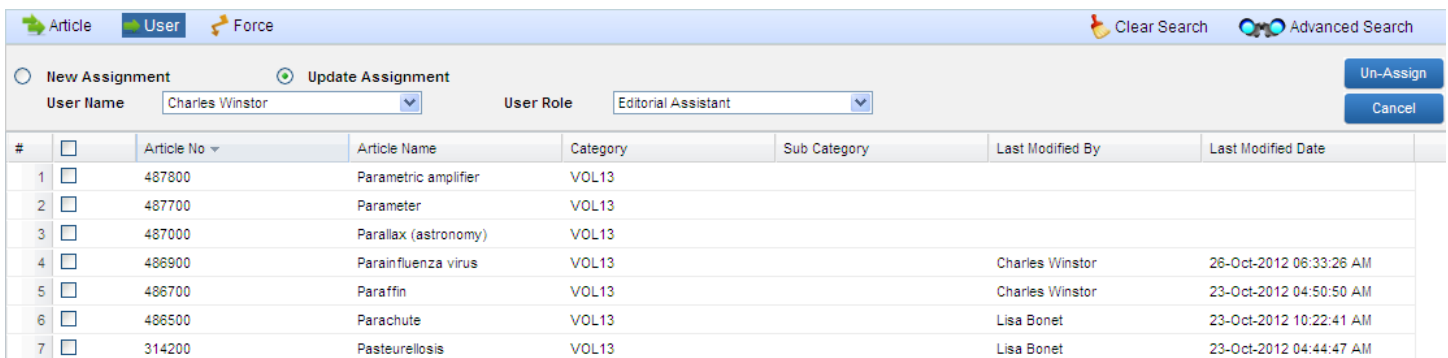
**Step3.** (On selecting the New Assignments) Select the 'User Name' and 'Role' from the drop-down list. All the articles will appear that are not assigned to that user on the specified role



#	Article No	Article Name	Volume	Sub Category
1	00001	Article title here	VOL13	Pick up
2	314200	Pasteurellosis	VOL13	Pick up
3	486250	Parablastoidea	VOL13	Pick up
4	486300	Parabola	VOL13	Pick up
5	486500	Parachute	VOL13	Pick up
6	486700	Paraffin	VOL13	Pick up
7	486900	Parainfluenza virus	VOL13	Pick up
8	487000	Parallax (astronomy)	VOL13	Pick up
9	487100	Parallel circuit	VOL13	Pick up
10	487500	Paramagnetism	VOL13	Pick up
11	487700	Parameter	VOL13	Pick up
12	487800	Parametric amplifier	VOL13	Pick up
13	487900	Parametric array	VOL13	Pick up

Or

- (On selecting the Update Assignments) Select the 'User Name' and 'Role' from the drop-down list. All the articles will appear that are already assigned to the user on the specified role

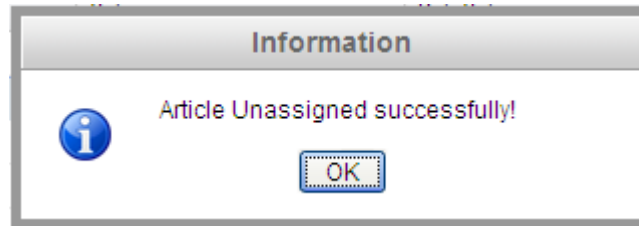


#	Article No	Article Name	Category	Sub Category	Last Modified By	Last Modified Date
1	487800	Parametric amplifier	VOL13			
2	487700	Parameter	VOL13			
3	487000	Parallax (astronomy)	VOL13			
4	486900	Parainfluenza virus	VOL13		Charles Winston	26-Oct-2012 08:33:26 AM
5	486700	Paraffin	VOL13		Charles Winston	23-Oct-2012 04:50:50 AM
6	486500	Parachute	VOL13		Lisa Bonet	23-Oct-2012 10:22:41 AM
7	314200	Pasteurellosis	VOL13		Lisa Bonet	23-Oct-2012 04:44:47 AM

**Step4.** Select article(s) from the list

**Step5.** Click 'Assign' button to allot new articles to the selected user at the specified role. An information message will appear

- Click 'Un-assign' button to remove the articles from the selected user's login at specific role



## Force

By using 'Force' option, Admin can re-assign an article to another user at any role. You have two options to re-assign articles. First is to re-assign those articles on which user have not started working yet. Second is to re-assign those articles on which user is already working. Follow the below-mentioned steps to re-assign the articles:

**Step1.** Select 'Force' option. A panel grid will appear

**Step2.** Select the role from the drop-down list in the 'Assign From' and the 'User Name' in the given column

Assign From	EA	Assign To	AU
User Name	Charles Winstor	User Name	Lisa Bonet

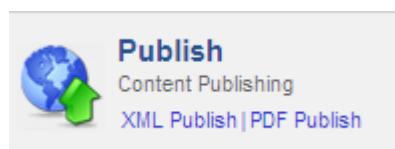
**Step3.** Select the role from the drop-down list in the 'Assign To' and the 'User Name' in the given column

**Step4.** Select the articles from the list

**Step5.** Click 'Re-assign' button after making the selection. An information message will appear

## Publish

By using PXE4, you can publish and download content digitally. PXE4 takes content from any source in any format and transform it into XML and PDF for distribution through any medium – from eReaders and smart phones, to tablets, PC, and Print. To provide a full line of dynamic publishing software and page layout solutions, PXE4 provides XML and PDF publishing functionalities.






## XML Publish


PXE4 allows you to publish the content in XML Format. You can generate XML File(s) and validate the errors in one click. For this, you do not require any specific expertise. Perform the following steps to XML publish:


- Step1.** Click 'XML Publish' link that will appear under the Publish Module on the dashboard. XML Publish window will appear
- Step2.** Under 'All Article(s)' section, select one or more articles to publish

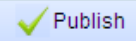
All Article(s)				
#	Article No ▲	Article Name	<input type="checkbox"/>	
1	314200	Pasteurellosis	<input checked="" type="checkbox"/>	
2	486500	Parachute	<input checked="" type="checkbox"/>	
3	486700	Paraffin	<input checked="" type="checkbox"/>	
4	486900	Parainfluenza virus	<input type="checkbox"/>	
5	487000	Parallax (astronomy)	<input type="checkbox"/>	
6	487500	Paramagnetism	<input type="checkbox"/>	
7	487700	Parameter	<input type="checkbox"/>	
8	487800	Parametric amplifier	<input type="checkbox"/>	
9	492800	Paxillosida	<input type="checkbox"/>	
10	492900	Pea	<input type="checkbox"/>	
11	493000	Peach	<input type="checkbox"/>	
12	493100	Peanut	<input type="checkbox"/>	
13	493200	Pear	<input type="checkbox"/>	

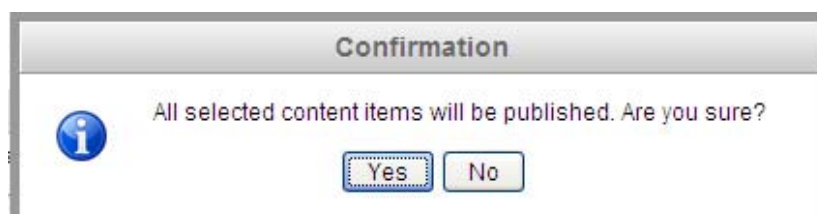
Page 1 of 1      Displaying 1 - 20 of 20

- Step3.** Click 'Add'  icon-button to move the selected articles in the 'To be published' section

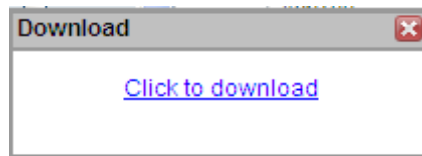
a. In case, you want to move back the article, then use 'Remove Selected'  icon-button.

b. You can move back all the articles in one go using 'Remove all'  icon-button.

- Step4.** Click 'Publish'  button to publish all the articles that are available in 'To be published' section. A confirmation message will appear



**Step5.** Click 'Yes' to continue. On successfully publishing the XML of the selected articles, 'Click to Download' link will appear



**Step6.** On Clicking the link, you will be able to save the published XML file in the operating system

**Step7.** You can also see the history under the Published History tab

Published History					
#	Publish Date ▾	Published By	Download	Comments	<a href="#">Delete All</a>
1	October 26, 2012 07:50:19 AM	Charles Winston	<a href="#">3</a>	<a href="#">Open</a>	<a href="#">Delete</a>

Page 1 of 1      Displaying 1 - 1 of 1


## PDF Publish


PXE4 allows you to generate Latex based PDF of the articles. For this, you do not require any specific expertise. Let's perform the following steps to PDF publish:


All Article(s)				
#	Article No ▲	Article Name	<input type="checkbox"/>	
1	314200	Pasteurellosis	<input checked="" type="checkbox"/>	
2	486500	Parachute	<input checked="" type="checkbox"/>	
3	486700	Paraffin	<input checked="" type="checkbox"/>	
4	486900	Parainfluenza virus	<input type="checkbox"/>	
5	487000	Parallax (astronomy)	<input type="checkbox"/>	
6	487500	Paramagnetism	<input type="checkbox"/>	

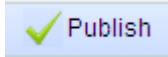
**Step1.** Click 'PDF Publish' link that will appear under Publish Module on the dashboard. PDF Publish window will appear

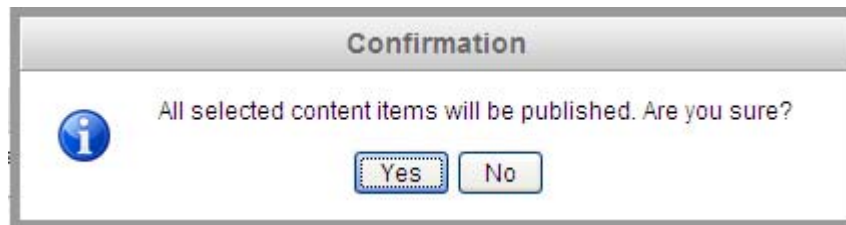
**Step2.** Under 'All Article(s)' section, select one or more articles to publish

**Step3.** Click 'Add'  icon-button to move the selected articles in the 'To be published' section.

a. In case, you want to move back the article, then use 'Remove Selected'  icon-button.

b. You can move back all the articles in one go using 'Remove all'  icon-button.

**Step4.** Click 'Publish'  button to publish all the articles that are available in 'To be published' section. A confirmation message will appear



**Step5.** Click 'Yes' to continue. On successfully publishing the PDF of the selected articles an information message will appear



**Step6.** Click 'OK' to continue

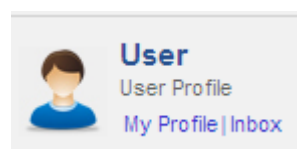
**Step7.** To download the published PDF Files, click download link that will appear in the Published History section

Published History					
#	Publish Date ▼	Published By	Template Type	PDF	Delete All
1	October 26,2012 08:03:08 AM	Charles Winstor	default	<a href="#">Download</a>	<a href="#">Delete</a>
2	October 26,2012 08:03:08 AM	Charles Winstor	default	<a href="#">Download</a>	<a href="#">Delete</a>
3	October 26,2012 08:03:08 AM	Charles Winstor	default	<a href="#">Download</a>	<a href="#">Delete</a>

**Step8.** On Clicking the link, you will be able to save the published PDF file in the operating system

## User Module

PXE4 allows Admin to change Profile Settings, such as, login information, user information, and auto save time. It also allows you to check all the Notifications and Comments.



## My Profile

Perform the following steps to change the profile settings:

**Step1.** Click 'My Profile' link that will appear under 'User' Module. My Profile window will appear

**Step2.** Enter the Login details in the Login Information section

**Login Information**

Login Id:  [Change Password](#)

Salutation:  Display Name:

Name Details:

**User Information**

Address:

City Name:  State:

Country:  Zip Code:

Phone Number:  Fax:  Email:

**Step3.** Enter other personal information in the ‘User Information’ section

**Step4.** Set ‘Auto Save Time’ from the Auto Save drop-down list

**Auto Save Time**

Auto Save:  Minutes

5  
10  
15  
20  
25

**Step5.** The Privileges section displays the privileges assigned to the user

**Privileges**

Copy Editor, Editorial Assistant, Managing Editor, Staff Editor

Add Article, Admin View, Assign Article, Comments, Edit, Force Reassign, Generate PDF, Inbox, Info, My Profile, PDF Publish, Print, Project Status Summary, Queries, Query Report, Revision Completed, Schedule Fidelity Detail, Schedule Fidelity Summary, Show XML, Track Changes, View Changes, View History Tab, Word Count, XML Publish

**Step6.** Click ‘Submit’ button to save the information

## Change Password

To change the existing password, follow the below-mentioned steps:

**Step1.** Go to ‘Change Password’ link that will appear in the Login Information Section in My Profile

**My Profile**

**Login Information**

Login Id:  [Change Password](#)

Salutation:  Display Name:

Name Details:

**Step2.** On clicking the ‘Change Password’ link dialog box will appear

**Close X**

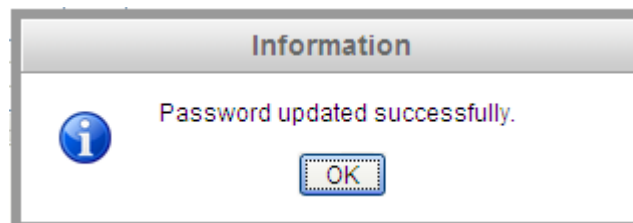
Old Password:

New Password:

Confirm Password:

[Change Password](#)

- Step3.** Enter 'Old Password' in the given column
- Step4.** Enter 'New Password' in the given column
- Step5.** Confirm the 'New password'
- Step6.** Click 'Change Password' button to change the existing password. An information message will appear

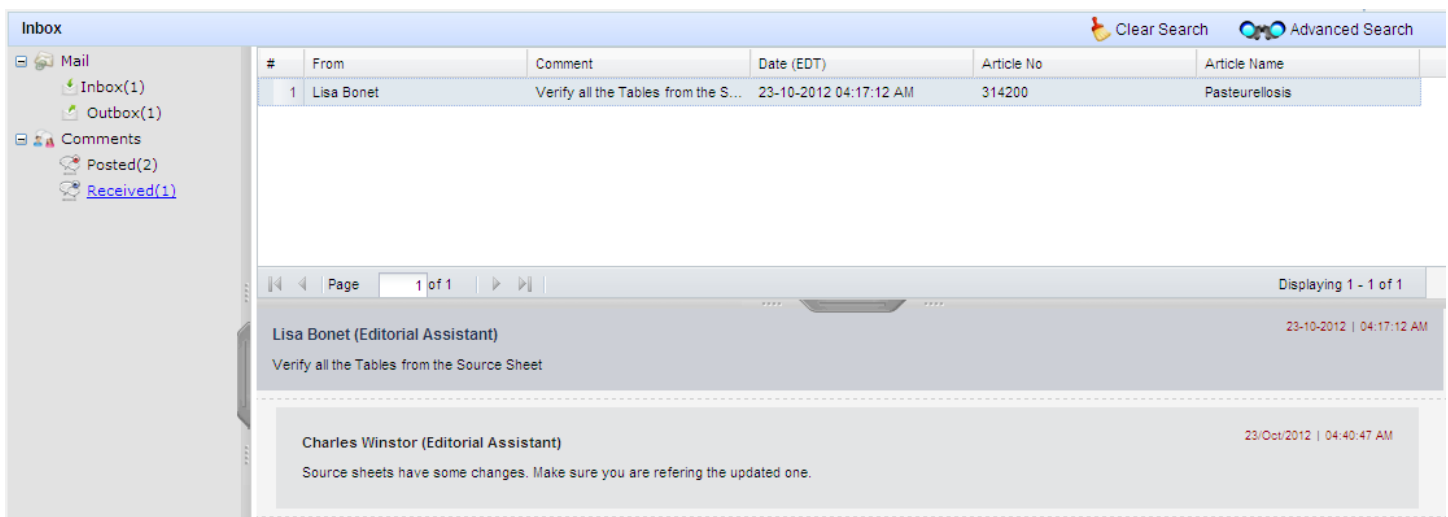


- Step7.** Go to 'My Profile' page and click 'Submit' button to save the changes

## Inbox

PXE4 is provided with Inbox facility that helps you to access all the segments-related Mails and Comments at one place. Perform some of the essential steps for the same:

- Step1.** Click on 'Inbox' option of 'User Module' on Dashboard. The Inbox page will appear
- Step2.** Click on Mails to see the notifications, e.g. Article Submitted on which role
- Step3.** You can access received and sent notifications



**Inbox** Clear Search Advanced Search

#	From	Comment	Date (EDT)	Article No	Article Name
1	Lisa Bonet	Verify all the Tables from the S...	23-10-2012 04:17:12 AM	314200	Pasteurellosis

Page 1 of 1 Displaying 1 - 1 of 1

**Lisa Bonet (Editorial Assistant)** 23-10-2012 | 04:17:12 AM

Verify all the Tables from the Source Sheet

**Charles Winstor (Editorial Assistant)** 23/Oct/2012 | 04:40:47 AM

Source sheets have some changes. Make sure you are referring the updated one.

**Note:** You will receive the copy of the mail in his/her configured email ID with the mentioned details:

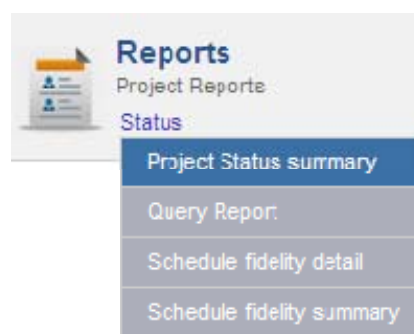
- URL of the application and login details
- Article related details with due date

To see the article-related comments, perform following steps:

- Step1.** Click on User on dashboard and press Inbox button
- Step2.** The inbox page will appear
- Step3.** Click on Comments to see the comments
- Step4.** You can access posted and received comment

## Report Module

The Report Module is designed, keeping the varied requirements of the users in mind. Under this module, you can see different types of status reports that are as follows



### Project Status Summary

This report states the detailed description of all the actions that are performed by users at different levels of the workflow. Referring this report, you can track the movement of an article in the workflow.

Project Status Summary															Clear Search		Advanced Search	
#	Article No	Article Name	Start Date	End Date	Editori...	Author	Staff...	Publis...	Copy...	Staff...	Publis...	Editori...	Mana...	Copy...	Mana...	Produ...		
1	314200	Pasteurellosis	23/10/2012		✓	✓	■■■■											
2	486500	Parachute	23/10/2012		✓	■■■■												
3	486700	Paraffin	23/10/2012		✓	■■■■												
4	486900	Parainfluenza virus	23/10/2012		✓	■■■■												
5	487000	Parallax (astrono...																
6	487100	Parallel circuit																
7	487500	Paramagnetism																
8	487700	Parameter																
9	487800	Parametric amplifier																

### Query Report

Query Report displays the query status along with a list of queries. The query status may be open, resolved, or deleted. A query report should be either article based or User based.

- Step1.** Click the Query Report option. The Query Report page will appear
- Step2.** At top of the Query Report page Query Status displays the number of queries which are Open, Resolved or Deleted

**Step3.** Select an option from the Search By drop-down list

Query Report

Query Report: Opened:3 Resolved:0 Deleted:0

Advance Search

Search By: Article Query Status: Opened Report Type: Detail

Keyword:  Category: VOL13 Sub Category: --Select-- Criteria: ☒ Article No ☐ Article Name Search Clear Search

#	Query By	Date	Query Text	Status	Article No
1	Editorial Assistant	26-Oct-2012 06:25:09 AM	This seems incomplete, please check and confirm.	Opened	486900
2	Editorial Assistant	26-Oct-2012 06:24:39 AM	Cross check with the given piece of information.	Opened	486900
3	Editorial Assistant	26-Oct-2012 06:23:45 AM	Provide source of this information.	Opened	486900

**Step4.** Select the status of the query from the Query Status drop-down list

**Step5.** Select the 'type of report from the Report Type drop-down list

## Schedule Fidelity Detail

The Schedule Fidelity Detail displays the detailed information of the articles. Perform the following steps to view the schedule fidelity detail:

Schedule Fidelity Detail Clear Search Advanced Search

#	Article No	Article Name	Editorial As... (TAT - 2 D...	Author (TAT - 5 D...	Staff Editor (TAT - 4 D...	Publisher (TAT - 4 D...	Copy Editor (TAT - 4 D...	Staff Editor (TAT - 4 D...	Publisher (TAT - 4 D...	Editorial As... (TAT - 4 D...	Managing... (TAT - 4 D...	Copy Editor (TAT - 4 D...	Managing... (TAT - 4 D...	Production (TAT - 4 D...
1	314200	Pasteurello...	1	1	NS(4)	NS	NS	NS	NS	NS	NS	NS	NS	NS
2	486500	Parachute	1	4	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
3	486700	Paraffin	1	NS(4)	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
4	486900	Parainfluen...	4	NS(1)	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
5	487000	Parallax (a...	NS(4)	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
6	487100	Parallel cir...	NS(4)	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
7	487500	Paramagne...	NS(4)	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
8	487700	Parameter	NS(4)	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS

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Article No:   
Role:   
TAT Days:   
Article Title:   
User:   
Worked Days:   
Actual Worked Days:   
Assigned Date:   
Expected Date:   
Delivered Date:

**Step1.** Click 'Schedule Fidelity Detail' option and a page will appear

**Step2.** Click the number of days from any of the role columns, that is, Editor, Designer, or Production Editor

**Step3.** A detailed description appears at the bottom of the Schedule Fidelity Details page

## Schedule Fidelity Summary

Schedule Fidelity Summary generates a summarized report of expected and actual number of days for various roles. Perform the following steps to view the schedule fidelity summary report:

**Step1.** Click the Schedule fidelity summary option

**Step2.** The Schedule Fidelity Summary page appears

Schedule Fidelity Summary												Clear Search	Advanced Search
#	Article No	Article Name	Editorial Assistant (TAT - 2 Days)			Author (TAT - 5 Days)			Staff Editor (TAT - 4 Days)		Total Days		
			Expected	Delivered	Days	Expected	Delivered	Days	Expected	Delivered			
1	525300	Plant-water relations	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
2	525500	Plants, life forms of	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
3	525600	Plants of saline environments	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
4	757349	Plant--animal interactions	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
5	525400	Plantaginales	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
6	900135	Plant vulnerability to climate change	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
7	525200	Plant viruses and viroids	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
8	525000	Plant tissue systems	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
9	524900	Plant taxonomy	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
10	524600	Plant respiration	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
11	581300	Plant reproduction	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
12	524575	Plant propagation	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
13	524550	Plant pigment	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
14	524500	Plant physiology	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
15	524400	Plant phylogeny	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
16	524000	Plant pathology	02-Oct-2012		20	09-Oct-2012		NS	15-Oct-2012		20		
17	523900	Plant organs	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
18	523800	Plant nomenclature	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
19	523700	Plant movements	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
20	523500	Plant mineral nutrition	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
21	523400	Plant metabolism	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
22	523300	Plant kingdom	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
23	523200	Plant keys	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		
24	900445	Plant juvenility	02-Oct-2012		NS	09-Oct-2012		NS	15-Oct-2012		0		

## Activity Report – By Article

With the Activity Report – By Article option, you can generate activity reports by article. Perform the following steps to generate activity report by article:

**Step1.** Click 'Activity Report – by Article' option that will appear under 'Activity' link. The Activity Report – by Article window will appear

**Step2.** Select 'Category' from the drop-down list

**Step3.** Select 'Sub-category' from the drop-down list

**Step4.** Enter a date range from the From and To date picker

**Step5.** Click 'Submit' button. An activity report by article will appear on screen



Activity Report by Article					
<div> <div>Advance Search</div> <div> <div>Keyword</div> <div>Category: --Select--</div> </div> <div> <div>Article No</div> <div>Article Name</div> <div>Last Modified By</div> </div> <div> <div>Sub Category: --Select--</div> <div>From: 10/29/2012</div> <div>To: 10/29/2012</div> </div> <div> <div>Search</div> <div>Clear Search</div> </div> </div>					
#	Login	Logout	Save Date Time	Process Executed	User
4836369 - History of Parachutes					
1	29/Oct/2012 01:39:00 AM	29/Oct/2012 01:44:06 AM	29/Oct/2012 01:42:31 AM	Open Article	Lisa Bonet
2	29/Oct/2012 01:39:00 AM	29/Oct/2012 01:44:06 AM	29/Oct/2012 01:44:02 AM	Sign off	Lisa Bonet
3	29/Oct/2012 01:39:00 AM	29/Oct/2012 01:44:06 AM	29/Oct/2012 01:43:54 AM	Del, Copy, Copy:2, Paste, Copy:3, Paste:2	Lisa Bonet
4	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:13:45 AM	Next(TC), Next(TC):2	Charles Winstor
5	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 01:44:40 AM	Open Article	Charles Winstor
6	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:04:48 AM	Open Article	Charles Winstor
7	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:14:15 AM	Full Edit	Charles Winstor
8	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:14:16 AM	TC To Edit	Charles Winstor
9	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:14:17 AM	Open Article	Charles Winstor
10	29/Oct/2012 02:48:57 AM	29/Oct/2012 03:29:33 AM	29/Oct/2012 02:51:18 AM	Open Article	Charles Winstor
11	29/Oct/2012 02:48:57 AM	29/Oct/2012 03:29:33 AM	29/Oct/2012 03:06:29 AM	Save	Charles Winstor
486500 - Parachute					
12	29/Oct/2012 05:57:24 AM	29/Oct/2012 07:14:16 AM	29/Oct/2012 06:13:44 AM	New(math)	Lisa Bonet
13	29/Oct/2012 05:57:24 AM	29/Oct/2012 07:14:16 AM	29/Oct/2012 06:28:45 AM	Backspace, Backspace:2, New (math), Undo, Undo:2, Undo:2	Lisa Bonet
Page 1 of 1					
Displaying 1 - 16 of 16					

## Activity Report - By User

With the Activity Report – by User option, you can generate activity reports by user. Lets perform the following steps to generate activity report by user:

- Step1.** Click 'Activity Report – by User' option that will appear under 'Activity' link. The Activity Report – by User page appears
- Step2.** Select the 'Role' from the drop-down list
- Step3.** Select 'User' from the drop-down list
- Step4.** Enter a date range from the From and To date picker
- Step5.** Click 'Submit' button. An activity report by user will appear on screen

## Activity Report by User

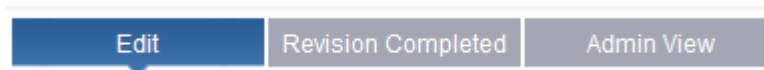
Keyword: 
☐ Article No
 ☐ Article Name
 ☐ Last Modified By
 Search

Workflow:  OR Role:  Users: 
 From:  To: 
Clear Search

#	Login	Logout	Save Date Time	Process Executed	Article No
<b>ADMIN</b>					
1	29/Oct/2012 02:43:25 AM	29/Oct/2012 02:44:59 AM	29/Oct/2012 02:44:55 AM	Role updated( EA)	
<b>Charles Winstor</b>					
2	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:04:48 AM	Open Article	4836369
3	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:14:15 AM	Full Edit	4836369
4	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:14:16 AM	TC To Edit	4836369
5	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:14:17 AM	Open Article	4836369
6	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 02:13:45 AM	Next(TC), Next(TC):2	4836369
7	29/Oct/2012 01:44:12 AM	29/Oct/2012 02:48:41 AM	29/Oct/2012 01:44:40 AM	Open Article	4836369
8	29/Oct/2012 02:48:57 AM	29/Oct/2012 03:29:33 AM	29/Oct/2012 03:08:29 AM	Save	4836369
9	29/Oct/2012 02:48:57 AM	29/Oct/2012 03:29:33 AM	29/Oct/2012 02:51:18 AM	Open Article	4836369
<b>Lisa Bonet</b>					
10	29/Oct/2012 01:39:00 AM	29/Oct/2012 01:44:06 AM	29/Oct/2012 01:42:31 AM	Open Article	4836369
11	29/Oct/2012 01:39:00 AM	29/Oct/2012 01:44:06 AM	29/Oct/2012 01:44:02 AM	Sign off	4836369
12	29/Oct/2012 01:39:00 AM	29/Oct/2012 01:44:06 AM	29/Oct/2012 01:43:54 AM	Del, Copy, Copy:2, Paste, Copy:3, Paste:2	4836369

## Tabs

Dashboard tabs are designed for Project Tracking and Management for the entire review cycle. These tabs are accessible by all or specific users as per the project requirement. With the help of Dashboard tabs, administrator can balance workload with all the resources and see a comprehensive overview of projects. PXE4 offers multiple dashboard tabs to its users. The detailed description of these tabs is mentioned below:



## Edit Tab

Edit Panel displays all the articles that are ready for editing. You can track by whom all the assigned articles are modified on which date at what time. It provides the important details about user's role, article's category, and sub-category. By just clicking 'Edit' button, you can open the assigned article in the Editor. If in case, article gets submit to the user in track change mode, then 'Edit TC' button will appear instead of Edit button.

MHEST							Edit	Revision Completed
#	Article No	Article Name	Last Modified By	Last Modified Date	Category	Sub Category	Role Name	Edit
1	314200	Pasteurellosis	Lisa Bonet	23-10-2012 04:44:47 AM	VOL13		Staff Editor	Edit (TC)
2	487000	Parallax (astronomy)			VOL13		Editorial Assistant	Edit
3	487700	Parameter			VOL13		Editorial Assistant	Edit
4	487800	Parametric amplifier			VOL13		Editorial Assistant	Edit

## Revision Completed

Revision Completed panel tracks all the articles that are signed off or signed over by the logged in user. You can also see the status and location (at which level of the workflow) of the article by just clicking over the article. By clicking twice on the article, you can see the article's content in 'Preview' mode only.

MHEST							Edit	Revision Completed	Admin View
#	Article No	Article Name	Last Modified By	Last Modified Date	Sub Category	Revision Completed			
1	314200	Pasteurellosis	Lisa Bonet	23-10-2012 04:44:47 AM		23-10-2012 04:39:34 AM			
2	486700	Paraffin	Charles Winstor	23-10-2012 04:50:50 AM		23-10-2012 06:00:42 AM			
3	486900	Parainfluenza virus	Charles Winstor	26-10-2012 06:33:26 AM		26-10-2012 07:29:18 AM			

## Admin View

Admin View Tracks all the articles of a specific book. By clicking over an article, you can see that at which level of the workflow, it is in process. This panel also provides below-mentioned important details:

1. Last Modified by
2. Last Modified Date
3. Role Name

MHEST							Edit	Revision Completed	Admin View
#	Article No	Article Name	Last Modified By	Last Modified Date	Category	Sub Category	Role Name		
1	314200	Pasteurellosis	Lisa Bonet	23-10-2012 04:44:47 AM	VOL13		Staff Editor		
2	486500	Parachute	Lisa Bonet	23-10-2012 10:22:41 AM	VOL13		Author		
3	486700	Paraffin	Charles Winstor	23-10-2012 04:50:50 AM	VOL13		Author		
4	486900	Parainfluenza virus	Charles Winstor	26-10-2012 06:33:26 AM	VOL13		Author		
5	487000	Parallax (astronomy)			VOL13				
6	487100	Parallel circuit			VOL13				
7	487500	Paramagnetism			VOL13				
8	487700	Parameter			VOL13				
9	487800	Parametric amplifier			VOL13				
10	487900	Parametric array			VOL13				
11	488000	Parametric equation			VOL13				
12	488100	Paramo			VOL13				
13	488200	Paramyxovirus			VOL13				
14	488400	Paranoia			VOL13				
15	488600	Parasexual cycle			VOL13				
16	488900	Parasitology			VOL13				
17	489000	Parasympathetic nervous system			VOL13				
18	489100	Parathyroid gland			VOL13				
19	489200	Parathyroid gland disorders			VOL13				
20	489300	Parathyroid hormone			VOL13				
21	489400	Parazoa			VOL13				

## Editing Guidelines

These editorial guidelines work as a helping hand to make sure that everything you submit sets highest standards in accuracy and objectivity. The author will be notified by an email that their proof is ready for review, log into the system and work in an on-line environment.

**Note:** Dashboard will appear. The settings that are available to you on dashboard depend upon the privileges assigned to you by administrator.

**Selection of Content:** Click the mouse button to anchor the insertion pointer at the beginning of the block, drag to the end of the block (anywhere you want), and release the mouse button.

**Cursor Placement:** Click the mouse button to change the pointer into the cursor (anywhere you want).

## Best Practices

Best Practices refers to a collection of Do's and Don'ts points that help you using PXE4 efficiently. Following best practices makes the authoring process simpler and assists in creating structured content. PXE4 is designed to provide a 'Generic Editing Experience', keeping some of the standard editing methods same as these are in Microsoft Office. Unlike MS Office, PXE4 works in online environment. Please note, cursor position plays an important role in PXE4, hence, make sure that you have placed the cursor at right place to get the desired results while using custom editing managers for references, figures, tables etc.

### Useful tips while working in PXE4 Editor Window

1. If you want to replace the content of structured authoring template then the preferred way, would be to first paste the content and then delete the template instructions. This would retain the template style
2. Make sure that before activation of any Manager, you must have placed the cursor inside the content
3. You should use 'Close Button' to go to Dashboard rather using browser's 'Back-arrow Key' or Keyboard's 'Backspace Key'
4. You should not hit enter at the end of paragraph in order to insert an unnumbered fig/table. As mentioned above figures and tables will automatically be place at the end of paragraph where the cursor was positioned
5. While applying Para Styles in the content, it is preferable to use 'Change Style' option as it lists the valid styles that are applicable for the specific content. Always crosscheck the style of newly added/ edited content through paragraph/ character style menu
6. Change Style popup in the editor window can be enabled or disabled by selecting enabled / disabled option on mouse right click
7. Selection is required for inserting a web link on assets content. For editing a link you just have to place cursor on the link text
8. Before leaving the system, make sure to properly Logout from PXE4 using the Logout button

## Proofing Instructions

The template defines the structure of an asset. Each assignment is based on a pre-defined story template. The goal of each asset depends on its pre-defined format. You need to stick to the template, write content as per the format, create and insert objects at the appropriate places and save.

**Note:** *Do not delete the template structure before starting your work in Editor. This is one of the wrong practices, which you should avoid. It is recommended to write before deleting the dummy text of the template.*



Basic text editing is the same as in Word; for an example you can do basic edits such as inserting and deleting text by having your cursor in the text and just typing or using the backspace to delete. On the top of the Editing Window, various Toolbars and Formatting Commands are available. These tools are standard to most word-processing packages like Bold, Italic, Spell Check, Underline, Bullet, etc.

## Cut, Copy and Paste

You can cut or copy text and then paste it in two different ways in editor. For this, you have to decide whether you want the text to look the way it did in its original location, or you want to adopt the look of the surrounding text where it is pasted. Sometimes you may want one option, but in another situation, you may want the other.

### Copy and paste unformatted text

In case, if your copied text has another font or other kind of formatting applied to it, such as bold or italic, and you want it to be same as it is there in template where you are pasting it, then follow the below-mentioned steps:



- Select the text that you want to copy, and then
  - Either press CTRL+C to copy the text
  - Or click 'Copy'  icon to copy the text
- Place the cursor where you want to paste the text, and then
  - Either press CTRL+V to paste the unformatted text
  - Or click 'Paste'  icon to paste the unformatted text

### Copy and paste formatted text

In case, your copied text has another font or other kind of formatting applied to it, such as bold or italic, and you want it to be same in the template where you are pasting it (same as it was in source), then follow the below-mentioned steps:

- Select the text that you want to copy

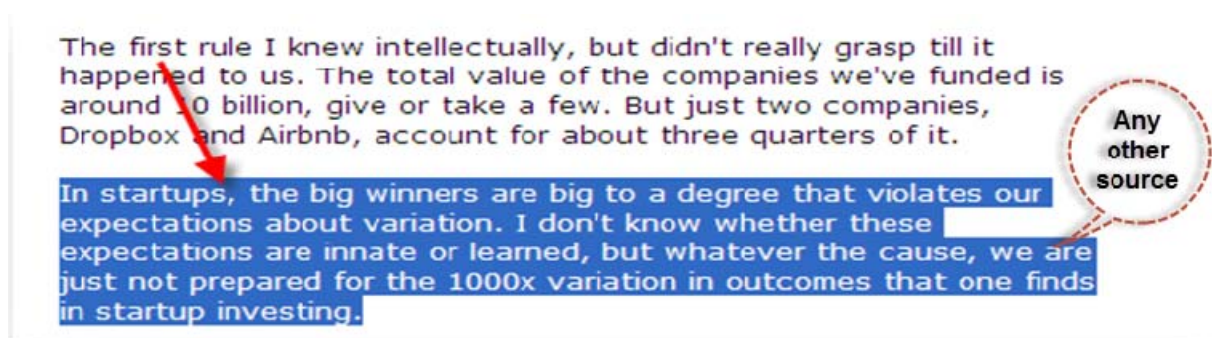


- Click 'Copy Formatted Text'  icon to copy the formatted text
- Place the cursor where you want to paste the text
- Click 'Paste Formatted Text'  icon to paste the formatted text

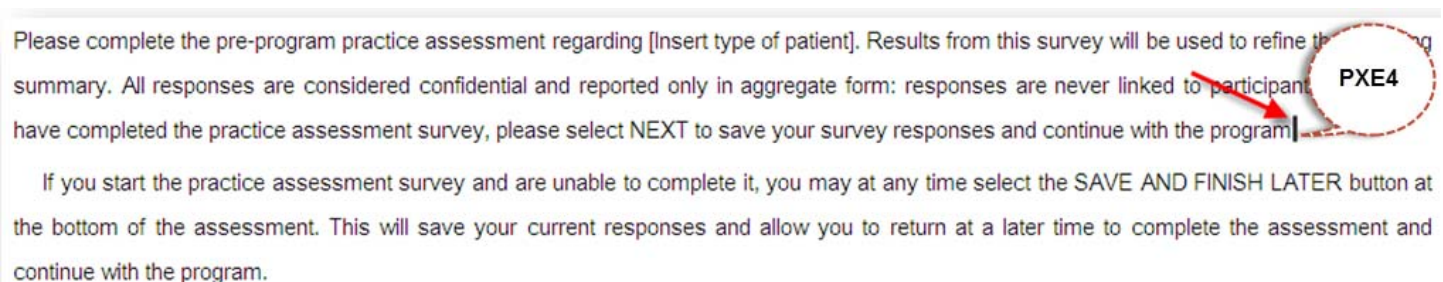
Copy text from another source and paste into editor

In case, if you have copied the text from any other source and you want to paste it in the editor, then follow the below mentioned steps:

- Select the text that you want to copy



- Press CTRL+C to copy the text
- Place the cursor where you want to paste the text



- Press CTRL+V to paste the unformatted text
  - If you have correctly placed the cursor, then it will get rightly pasted at the cursor position

**Note:** Make sure you do not to delete the template style first to paste the text. It will distort the template style. Therefore, it is important to paste the copied text first and then delete the unnecessary one.

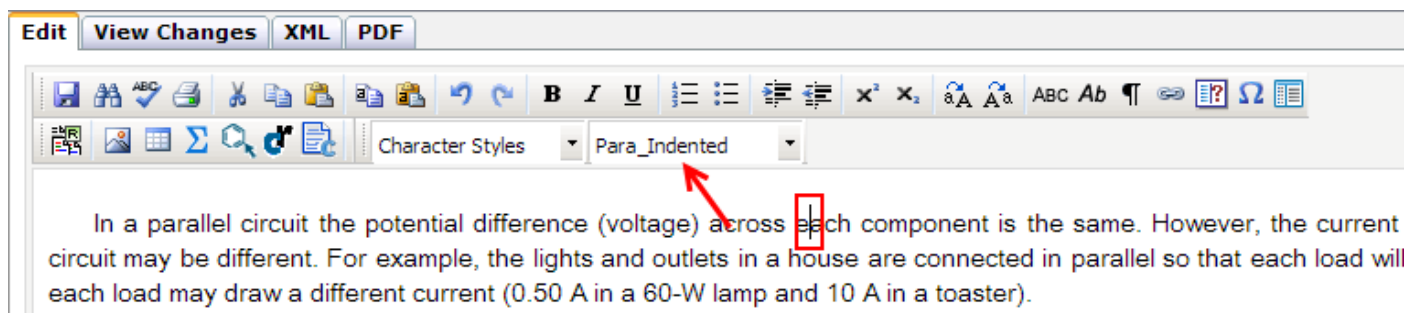
## Apply Styles

To help you in all possible ways, PXE4 helps you accessing only valid styles that are required specifically either for characters or paragraphs. There are multiple styles, which you can apply as per the requirement.

### Apply Paragraph Style

The paragraph style dropdown displays a predefined set of styles that is applicable only for the paragraphs. It also controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and font with its size. To apply 'Paragraph Styles', follow the below-mentioned steps:

- Place the cursor inside the paragraph



- Go to 'Para Styles' drop-down list

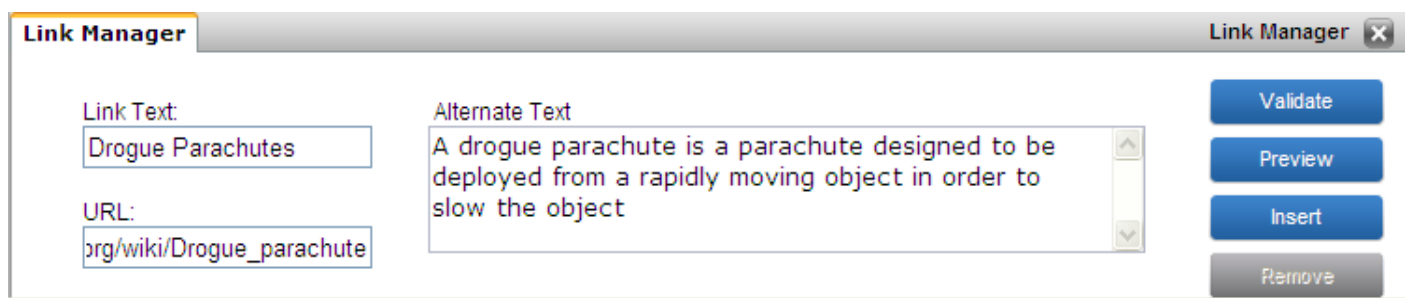
## Link Manager

PXE4 allows you to link text with URL (Uniform Resource Locator) and insert linked text in the content. You can insert link within the content in two different ways:

### Text Selection Linking

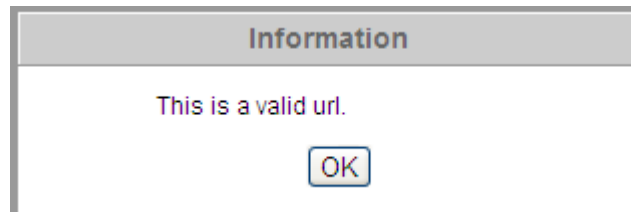
For linking a specific word or a set of words with the URL, follow the below-mentioned steps:

- Step1.** Select the word(s) for tagging it with URL
- Step2.** Click 'Link Manager' icon-button from the toolbar. Panel-grid will appear at the bottom of the window



- Step3.** Link Text will automatically appear in the given column

- Step4.** Enter the 'URL' in the given column
- Step5.** Enter 'Alternate Text' in the given column. Make sure not to enter any special characters like full stop, comma, etc
- Step6.** Click 'Validate' button to confirm the authenticity of the URL. On successful validation, a confirmation message will appear



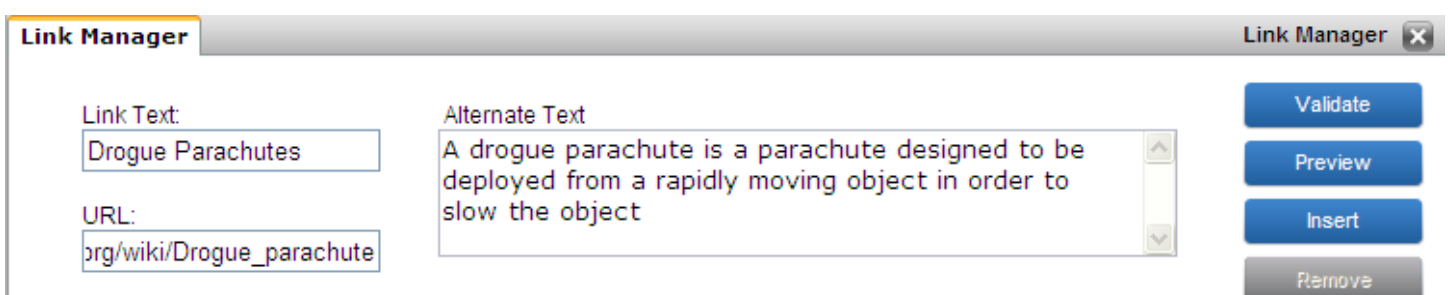
- Step7.** Click **Preview** button to view the URL window
- Step8.** Click 'Insert' button to link the URL with the selected word(s). The tagged word(s) will appear in blue color. Hover the cursor over the tagged word(s), alternate text will appear in tooltip

and the passage of an object **Drogue Parachutes** through the atmosphere by materially increasing the words parer meaning to protect and chute A drogue parachute is a parachute designed to be deployed re safe. (Refer: zontal deceleration of a vehicle (a fixed-v from a rapidly moving object in order to slow the object ability (tandem e continued to be the simplest and cheapest devices for the deceleration of payloads, people, and luring inflation or during rapid flight maneuvers. Indeed, unlike aircraft, which are solid structures that rounding air but also adopt shapes that are dictated by it. During inflation, such feedback is even more is, do not remain constant in time). Finally, given the lack of streamlining both during and after inflation, s. See [Aerodynamics](#); [Laminar flow](#); [Supercomputer](#); [Turbulent flow](#)

## Cursor Placement Linking

For inserting URL tagged word or a set of words, follow the below-mentioned steps:

- Step1.** Place the cursor within the content where URL tagged word(s) needs to be inserted
- Step2.** Click 'Link Manager' icon-button from the toolbar. Panel-grid will appear at the bottom of the window



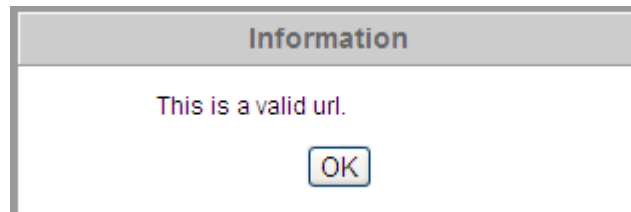
- Step3.** Enter 'Link Text' in the given column



**Step4.** Enter the 'URL' in the given column

**Step5.** Enter 'Alternate Text' in the given column. Make sure not to enter any special characters like full stop, comma, etc

**Step6.** Click 'Validate' button to confirm the authenticity of the URL. On successful validation, a confirmation message will appear



**Step7.** Click 'Preview' button to view the URL window

**Step8.** Click 'Insert' button to insert the URL tagged word(s) at the place where cursor was placed. The tagged word(s) will appear in blue color. Hover the cursor over the tagged word(s), alternate text will appear in tooltip

of the passage of an object **Drogue Parachutes** through the atmosphere by materially increasing the words parer meaning to protect and chute. A drogue parachute is a parachute designed to be deployed from a rapidly moving object in order to slow the object. (Refer: zontal deceleration of a vehicle (a fixed-v ability (tandem e continued to be the simplest and cheapest devices for the deceleration of payloads, people, and luring inflation or during rapid flight maneuvers. Indeed, unlike aircraft, which are solid structures that rounding air but also adopt shapes that are dictated by it. During inflation, such feedback is even more is, do not remain constant in time). Finally, given the lack of streamlining both during and after inflation, s. See [Aerodynamics](#), [Laminar flow](#), [Supercomputer](#), [Turbulent flow](#)

## Query Manager

Query Manager is a fast and easy-to-use tool for adding, editing, and removing queries in the content. With a powerful query environment, you can exchange doubts and get the solution for the same in the mean time. Using this feature, multiple queries can be raised for different people within a single document. You have option to select a specific role and a user while raising any query in the content.

### Insert Query

To insert a query within the content, you need to perform the below-mentioned steps:

**Step1.** Place the cursor within the content at the place where query needs to be inserted

**Step2.** Click 'Add Query' icon-button from the toolbar. Panel grid will appear at the bottom of the window

Add Query

Add Queries X

To AU
User Name ALL
☐ Bookmark

Add

**Step3.** Select 'Role' from the drop-down list again 'To' option

**Step4.** Select 'User Name' from the drop-down list

**Step5.** Enter query in the given text-column. Please note, user cannot copy the text of an existing query


**Step6.** Click 'Add' button to insert the query in the content

**Note:** You can insert query only if an article is open in Full Edit mode. Query cannot be inserted or deleted in track-change and preview mode.

### Insert Query in Reference

You can insert query within the Reference, following the given steps for the same:

**Step1.** Place the cursor within the reference where you want to insert the query

**Step2.** Click 'Add Queries'  icon-button from the toolbar. Panel grid will appear at the bottom of the window

**Step3.** Select 'Role' from the drop-down list again 'To' option

**Step4.** Select 'User Name' from the drop-down list

**Step5.** Enter query in the given text-column

**Step6.** Click 'Add' button to insert the query in the content. Query will appear at the end of reference

Additional Reading

F.N. Surname, F.N. Surname, and F.N. Surname, Article title In F.N. Surname (ed.), Book title, Publisher, City, Year [Query:SE-Q2 to Lisa Bonet(AU)]  
Please provide the reference information.

F. N. Surname, F. N. Surname, and F. N. Surname, Article title, Periodical title, Volume(Issue):Fpage—Lpage, Year

### Edit Query

On placing the cursor within the query, you will see the 'Edit' link in a popup. Click Edit link that will open the query in the 'Add Query' panel where you will be able to edit the text.

## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. **[Query:EA-Q1 to Bonet Lisa(AU)] This information is incomplete.** The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

After making changes in the text of the query, click 'Update' button. An information message will appear, click 'OK' button to continue. The updated query will appear at the same place.

## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. **[Query:EA-Q1 to Bonet Lisa(AU)] This information is incomplete. Please complete the paragraph.** The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

## Reply to Query

On placing the cursor within the query, you will see the 'Reply' link in a popup. Click 'Reply' link that will open the Add Query panel where you will be able to reply to the query.

## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. **[Query:EA-Q1 to Bonet Lisa(AU)] This information is incomplete.** The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

After entering the text against your reply, click 'Reply' button. An information message will appear, click 'OK' button to continue. The reply text will appear in the continuation of the query text.

## Parallel circuit

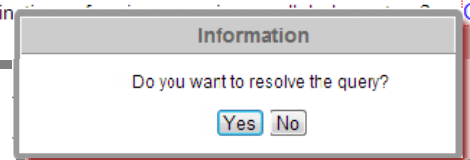
An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. **[Query:EA-Q1 to Bonet Lisa(AU)] This information is incomplete. [Reply By: Bonet Lisa(EA)] Completed.** The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

## Resolve Query

On placing the cursor within the query, you will see the 'Resolve' link in a popup. Click 'Resolve' link that will pop up an information message.

## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. **[Query:EA-Q1 to Bonet Lisa(AU)] This information is incomplete.** The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)



Click 'Yes' button to confirm the action. On successfully resolving the query, an information message will appear. Click 'OK' button to continue. The resolved query will appear in different color marking.

## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. [\[Query:EA-Q1 to Bonet Lisa\(AU\)\] This information is incomplete. \[Resolve By: Bonet Lisa\(EA\)\]](#) The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

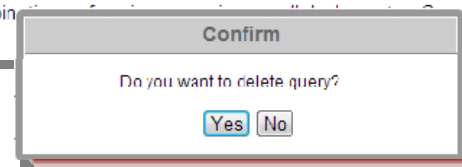
## Delete Query

On placing the cursor within the query, you will see the 'Delete' link in a popup. Click 'Delete' link that will pop up a confirmation message.

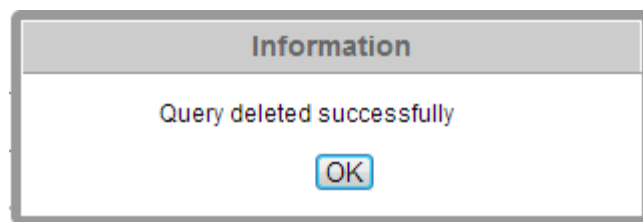
## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. [\[Query:EA-Q1 to Bonet Lisa\(AU\)\] This information is incomplete. \[Resolve By: Bonet Lisa\(EA\)\]](#) The illustration shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

Go to: [Edit](#) [Reply](#) [Resolve](#) [Delete](#)




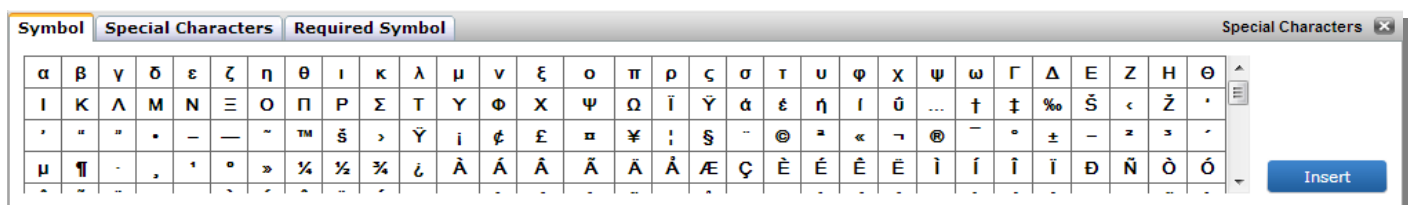
Click 'Yes' button to confirm the deletion. On successfully deleting the query, an information message will appear. Click 'OK' button to continue.



## Special Characters

Special Characters feature allows you to insert symbols into an article. Special characters can also be inserted using keyboard shortcuts. For this, follow the below-mentioned steps:

- Step1.** Place the cursor within the text, where you want to insert the special character or symbol
- Step2.** Click 'Special Character'  icon-button from the toolbar. The panel will appear at the bottom of the window





**Step3.** Select any one 'Symbol or Special Character' or MHEST Required Symbol at a time, under the respective tabs

**Step4.** Click 'Insert' button after selecting the symbol. The selected symbol or character will appear at the cursor position

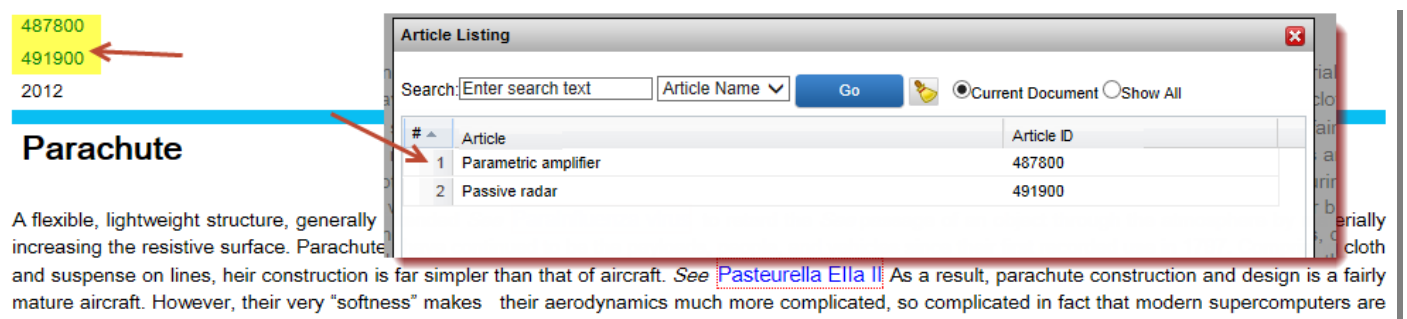
## Parallel circuit

An electric circuit in which the elements, branches (elements in series), or components are connected between two points with one of the two ends of each component connected to each point. The [illustration](#) shows a simple parallel circuit. In more complicated electric networks one or more branches of the network may be made up of combinations of series or series-parallel elements. See [Circuit \(electricity\)](#)

*Note: To delete the symbol or character, just use backspace key of the keyboard.*


## Article Listing

To insert Article ID within the content and to check its correct corresponding value (Article Name), **Article Listing** feature is designed in PXE4. It lists Article No and its corresponding Article Name in an organized manner for the purpose of reference. You can simply type Article ID within the content and if Article ID is valid then it will appear under the Current Document section.



**Note:** If inserted Article Number is not appearing under Current Document listing, then following can be the reasons for the same:

- No such article number exists in PXE4

To crosscheck any Article No or Article Name, you can select 'Show All' radio-button. Under this section, all the articles inserted in the PXE4 will appear. You can use search functionality to find a specific Article No or Article Name. To clear the search result, click **Clear Search**  icon button.



Article Listing

Search: PERISCOPE Article Name   ☐ Current Document ☒ Show All

#	Article	Article ID
1	Periscope	499300


## Reference Manager

Reference Manager helps you in inserting unnumbered references in the content. Any changes to do with references have to be done via Reference Manager only.

### Insert Reference

To place an unnumbered reference within the content, follow the below-mentioned steps:

**Step1.** Place cursor within the content

**Step2.** Click 'Reference Manager'  icon-button from the editor toolbar. Grid panel will appear at the bottom of the window



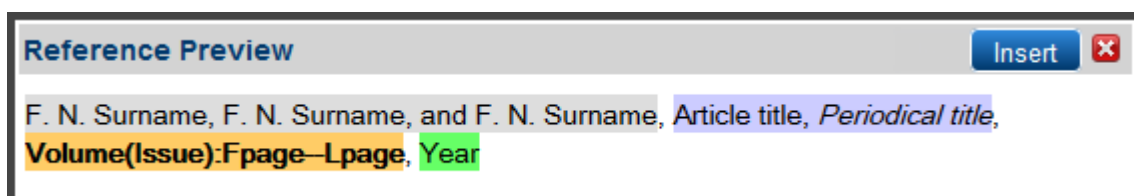
Reference Manager

Add New New Block Delete Reorder References

Other  
URL  
APA (Journal)  
APA (Book)

**Step3.** Select reference template from the given options under 'Add New' tab

**Step4.** Click 'Preview' button to view the selected reference template



Reference Preview

F. N. Surname, F. N. Surname, and F. N. Surname, Article title, Periodical title,  
Volume(Issue):Fpage-Lpage, Year

**Step5.** Click 'Insert' button to insert the reference template. It will appear at the end of the document

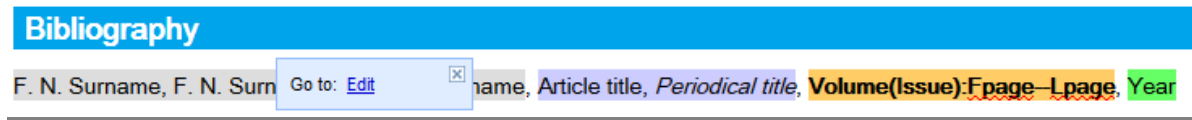
## Bibliography

F. N. Surname, F. N. Surname, and F. N. Surname, Article title, Periodical title, Volume(Issue):Fpage-Lpage, Year

## Edit Reference

To edit the reference, you have to follow the below-mentioned instructions. It is recommended for you not to edit reference directly or manually. To keep the formatting of reference intact, we have provided Reference Editing panel that appears on clicking the Edit link.

**Step1.** Go to Reference Section and select the reference for editing. An **Edit** link will appear

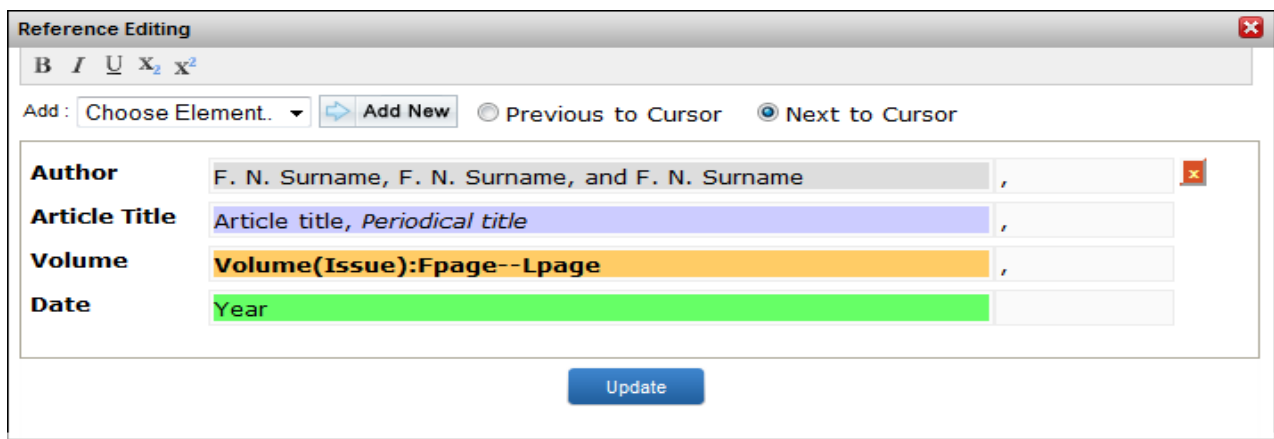


**Step2.** Click 'Edit' link. Reference Editing panel will appear on the screen

**Step3.** Enter text in the corresponding fields

**Step4.** Go to 'Add' drop-down list to add a new element in the reference

- Place cursor within the existing element to define the position of new element in the reference
- Select either 'Previous' to cursor or 'Next' to cursor radio button
- Select the field from the 'Choose Elements' drop-down list
- Click 'Add New' button to add the selected element in the reference





The screenshot shows the "Reference Editing" panel. It has a toolbar with formatting options (B, I, U, x<sub>2</sub>, x<sup>2</sup>). Below the toolbar, there is an "Add:" dropdown menu set to "Choose Element.", an "Add New" button, and two radio buttons: "Previous to Cursor" (unselected) and "Next to Cursor" (selected). The main area contains four input fields: "Author" (F. N. Surname, F. N. Surname, and F. N. Surname), "Article Title" (Article title, Periodical title), "Volume" (Volume(Issue):Fpage--Lpage), and "Date" (Year). Each field has a cross-mark icon button to its right. At the bottom, there is an "Update" button.


**Step5.** Click cross-mark icon button to remove any of the element that is not required

**Reference Editing**

B I U  $x_2$   $x^2$

Add: Choose Element.  Add New ☐ Previous to Cursor ☒ Next to Cursor

<b>Author</b>	S. D. Puckett	,	
<b>Article Title</b>	Disease Control	,	
<b>Volume</b>	Volume(Issue):6--659	,	
<b>Date</b>	1992		
<b>Book</b>	Pea Diseases - Ascochyta		



**Step6.** Click 'Update' button after making all the required changes. The edited reference will appear with the changes

**Bibliography**

S. D. Puckett, Disease Control, Volume(Issue):6--659, 1992 Pea Diseases - Ascochyta

## Delete Reference


To delete the reference from the content, follow the below-mentioned steps:

- Step1.** Place cursor within the content to activate Reference Manager
- Step2.** Click 'Reference Manager' icon-button from the editor toolbar. Reference Manager will appear at the bottom of the window
- Step3.** Go to 'Delete' tab. Block-wise reference list will appear under the delete panel

**Reference Manager**

Add New New Block **Delete** Reorder References

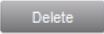
☒ Document References

Bibliography 

Bibliography

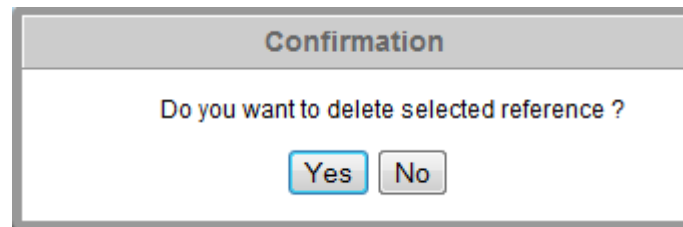
Additional Reading

☐ [Check All]
 ☐ S. D. Puckett, Disease Control, Volume(Issue):6--659, 1992 Pea Diseases - Ascochyta
 ☐ F.N. Surname, F.N. Surname, and F.N. Surname, Article title In F.N. Surname (ed.), Book title, Publisher, City, Year
 ☐ F. N. Surname, F. N. Surname, and F. N. Surname, Article title, Periodical title, Volume(Issue):Fpage--Lpage, Year



- Step4.** Select reference block first in case multiple reference blocks are available in content
- Step5.** Select reference(s) that you want to delete. On selection, Delete button will get enabled
- Step6.** Click 'Delete' button. A confirmation message will appear





**Step7.** Click 'Yes' to continue. The selected reference will get delete

## Insert Block

To insert a new block in the content, follow the below-mentioned steps:

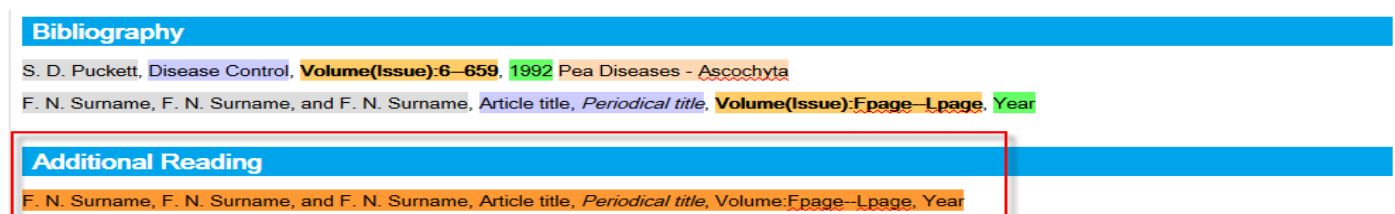
**Step1.** Place cursor within the content to activate Reference Manager

**Step2.** Click 'Reference Manager' icon-button. Panel-grid will appear at the bottom of the window



**Step3.** Go to 'New Block' tab. Unnumbered block element will appear under the same

**Step4.** Click 'Insert' button. A new block will appear at the end of the document



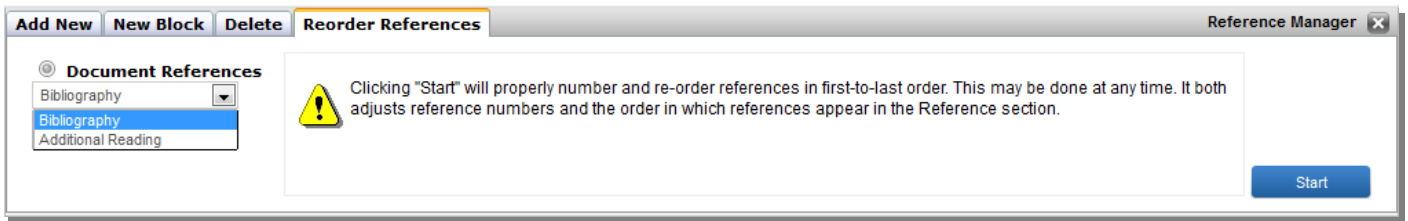
## Reorder Reference

Reorder option helps you in reordering block-references in alphabetical order. For this, you have to follow the below-mentioned steps:

**Step1.** Place the cursor within the content to activate the reference manager

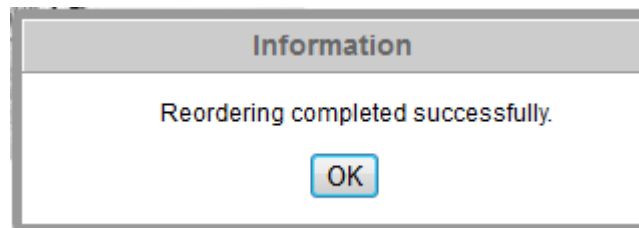
**Step2.** Click 'Reference Manager' icon-button from the editing toolbar. Panel will appear at the bottom of the window

**Step3.** Go to 'Reorder' tab. Block-wise reordering option will be given under the same



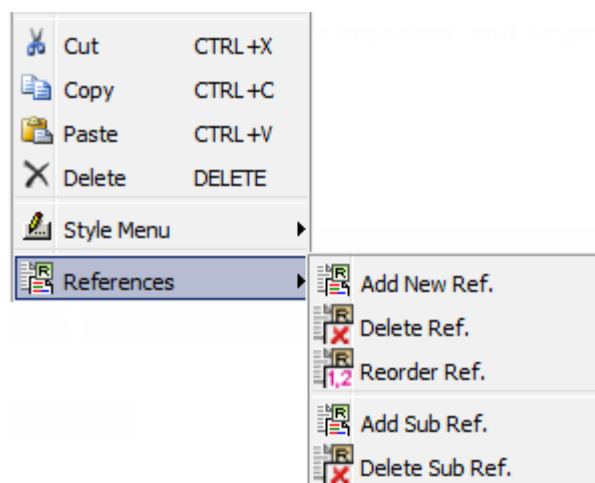
**Step4.** Select the block from the drop-down list

**Step5.** Click 'Start' button. On successfully reordering the references, an information message will appear



### References - Right Click Menu

You can manage references, using Right-Click Menu. This feature provides short-cut access of reference manager as per the requirement.



**Add Reference:** By just placing the cursor within an existing reference and clicking right key of the mouse, you can directly go to 'Add New Ref' option to insert a new reference in a specific block.

**Delete Reference:** By just placing the cursor within an existing reference and clicking right key of the mouse, you can directly go to 'Delete Ref' option to delete the same reference.

**Reorder Reference:** By just placing the cursor within an existing reference and clicking right key of the mouse, you can directly go to 'Reorder Ref' option to re-order all the references of a specific block.

**Add Sub References:** By just placing the cursor within an existing reference and clicking right key of the mouse, you can directly go to 'Add Sub Ref' option to add sub reference in the same reference.

**Delete Sub References:** By just placing the cursor within an existing reference and clicking right key of the mouse, you can directly go to 'Delete Sub Ref' option to delete sub reference in the same reference.

## Figure Manager

Figure Manager helps you in inserting figures based on a template and adding desired textual information with the same. You can also delete or reorder the existing figures with ease, as per the requirement.

### Insert Figure

To insert figure with in the Asset, you have to perform the below-mentioned steps:

**Step1.** Place the cursor within the content to activate Figure Manager

- a. For numbered figure: Place cursor where you want to cite the figure's citation
- b. For unnumbered figure: Place cursor within the paragraph after which you want to place figure

**Step2.** Click 'Figure Manager' icon-button. Panel will appear at the bottom of the window

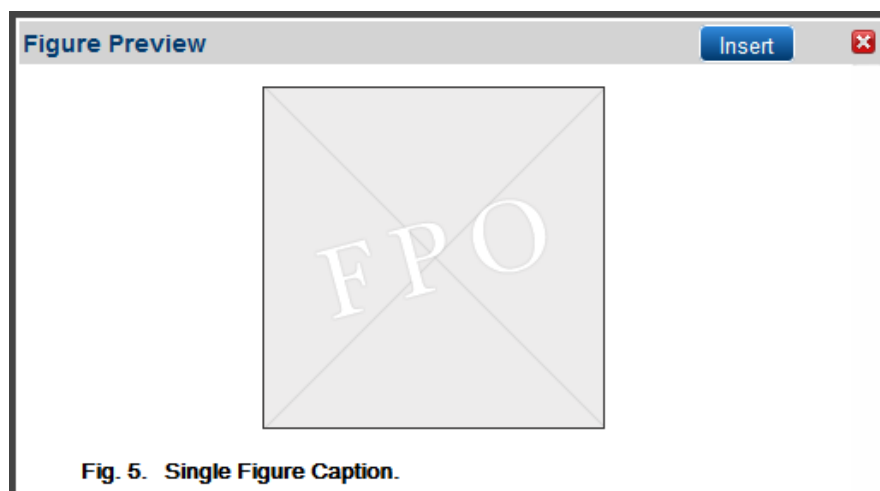


**Step3.** 'Add New' tab will appear as per default setting

**Step4.** Select either numbered or unnumbered option as per the requirement

**Step5.** Select 'Figure template' from the given options

**Step6.** Click 'Preview' button to view the selected Figure template



- Step7.** Click 'Insert' button to insert the Figure FPO within the content. The FPO will get placed at the end of the paragraph in which you have placed the cursor to activate the Figure Manager
- If you have chosen numbered figure then the citation of the numbered Figure FPO will appear at the cursor position

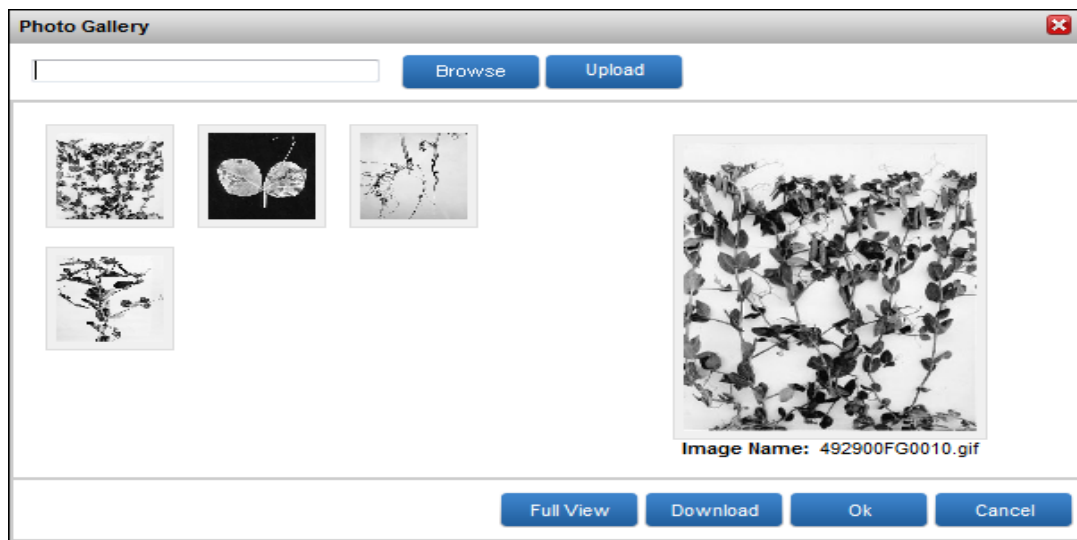
## Pea

The pea is one of the **Fig. 1** oldest cultivated crops. It is a native to western Asia from the Mediterranean Sea to the Himalaya Mountains. It appears to have been carried to Europe as early as the time of the lake dwellers of prehistoric times. Peas were introduced into China from Persia about A.D. 400; they were introduced into the United States in very early Colonial days.



**Fig. 1. Single Figure Caption.**

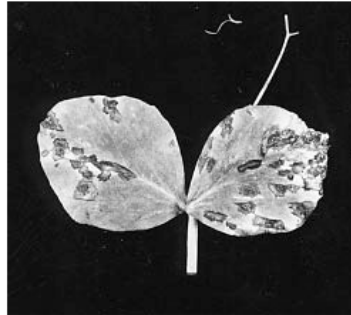
- Step8.** Double click on the 'FPO' to activate Photo Gallery



- Step9.** Browse figure from the operating system and 'upload' it into Photo Gallery
- Step10.** Select figure from the left-side column. On selection, the replica of the selected image will appear in the right-side column
- Step11.** Click 'Full View' button to see the complete view of the selected figure
- Step12.** Click 'Download' button to download the figure in the operating system
- Step13.** Click 'OK' to insert the selected figure to replace FPO template

## Pea

The pea is one of the [Fig. 1](#) oldest cultivated crops. It is a native to western Asia from the Mediterranean Sea to the Himalaya Mountains. It appears to have been carried to Europe as early as the time of the lake dwellers of prehistoric times. Peas were introduced into China from Persia about A.D. 400; they were introduced into the United States in very early Colonial days.



**Fig. 1. The Oldest Cultivated Crop**

### Figure Properties Setting

You can change the figure properties as per the requirement. For this, you have to click on the figure to activate the Property Page panel-grid. In addition, you can also make changes in the Figure Information and DAMS Information accordingly.



The screenshot shows the 'Property Page' panel-grid with two tabs: 'Property Page' and 'PDF Settings'. The 'Property Page' tab is active, displaying two main sections: 'Figure Information' and 'DAMS Information'.

**Figure Information:**

- Width:
- Height:
- ☒ Constraint Proportion
- ☐ Pop Up
- Name:
- Width Attribute:

**DAMS Information:**

- Permissions: ☐ Print ☐ Electronic
- Copyrights:
- Format:
- Source:

Buttons: **Replace**, **Update**

### Figure PDF Settings

You can change the PDF Settings of the figure as per the requirement. For this, you have to click on the figure to activate the PDF Settings tab. On selecting this tab, panel grid will appear at the bottom of the page. You can change the position as well as orientation of the figure in the PDF. Top and bottom margin can also be set through PDF Setting tab.



The screenshot shows the 'Property Page' panel-grid with two tabs: 'Property Page' and 'PDF Settings'. The 'PDF Settings' tab is active, displaying the 'Proof PDF Settings' section.

**Proof PDF Settings:**

- Position: ☐ Top ☐ Bottom ☒ None
- Margin: Top  Bottom
- Fit to Column: ☒ 1 ☐ 2
- Print Scale:  %
- Orientation: ☐ Portrait ☒ Landscape

Button: **Update**

## Insert/Delete Figure Citation

You can insert multiple citations of the numbered figures in the content. Follow the below-mentioned steps for the same:

- Step1.** Place the cursor within the content where you want to cite the citation of an existing figure
- Step2.** Click Figure Manager icon-button from the editing toolbar. Panel will appear at the bottom of the window
- Step3.** Select 'Citations' tab. List of numbered figures will appear



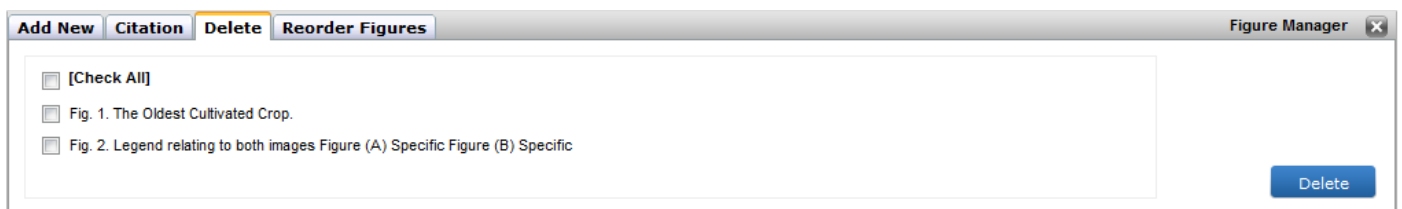
- Step4.** Select the Figure(s) from the list to cite its citation at the cursor position
- Step5.** Click 'Insert' button. The citation will appear at the cursor position

*Note: You can manually delete figure-citation from the content, using backspace key of the keyboard.*

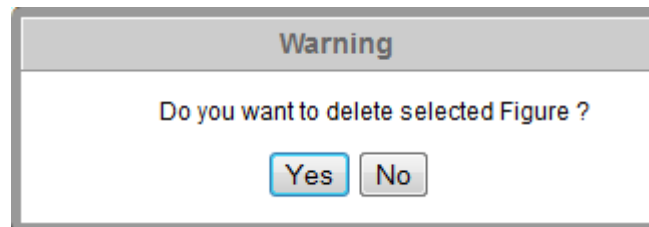
## Delete Figure

You can delete one or more references in one go. For this, you have to follow the below-mentioned steps:

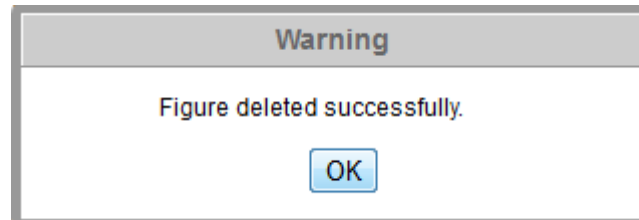
- Step1.** Place the cursor within the content
- Step2.** Click Figure Manager icon-button from the editing toolbar. Panel will appear at the bottom of the window
- Step3.** Select 'Delete' tab and a list of existing figures will appear



- Step4.** Select figure(s) from the list that you want to delete
- Step5.** Click 'Delete' button. A warning message will appear on the screen



**Step6.** Click 'Yes' button to continue. On successfully deleting the figure an information message will appear



### Renumber Figure Citation

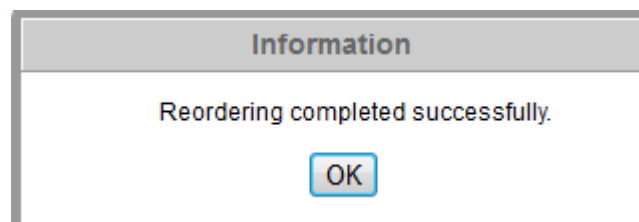
Using reorder option, you can renumber figure with its citation based on its placement in the sequential order in the content. For this, you have to follow the below-mentioned steps:

**Step1.** Place the cursor within the content to activate Figure Manager

**Step2.** Click 'Figure Manager' icon-button from the editing toolbar. Panel will appear at the bottom of the window

**Step3.** Select **Reorder** tab and the detailed information will appear under this tab

**Step4.** Click 'Start' button. On successfully renumbering figures, an information message will appear



**Step5.** Click 'OK' button to continue

### Table Manager


You can add template based table and add desired textual information into it. You can also delete and reorder the existing tables, using the same manager.

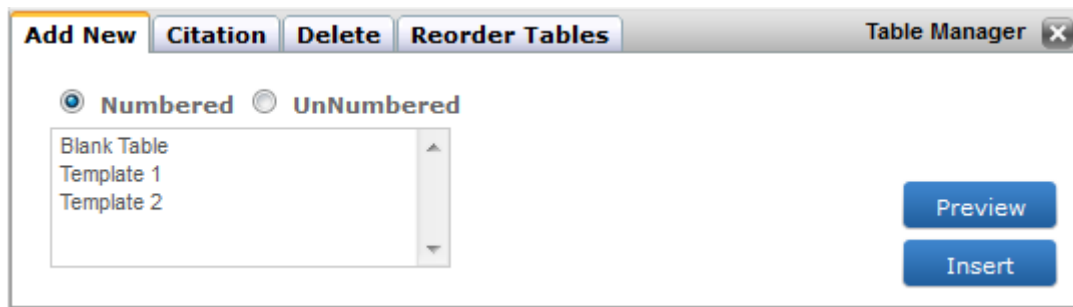
#### Insert Table

**Step1.** Place the cursor within the content to activate the table manager

- a. For numbered table: Place cursor where you want to cite the table's citation

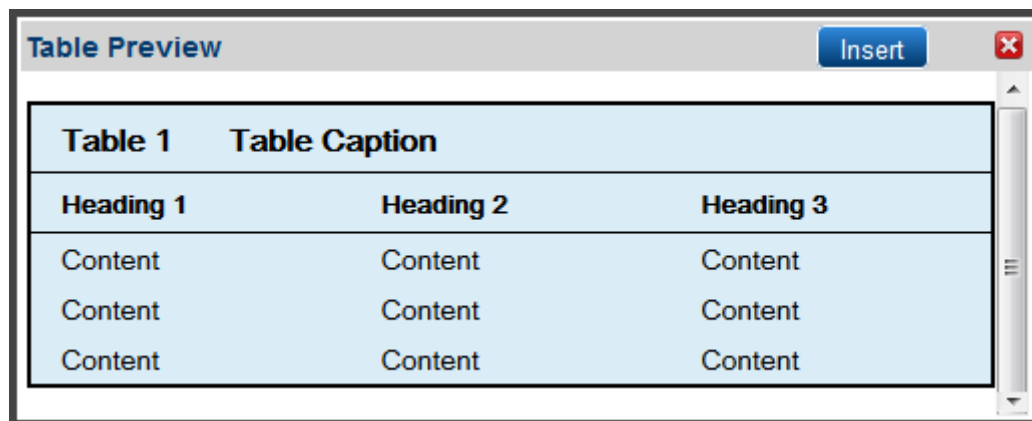
- b. For unnumbered table: Place cursor within the paragraph after which you want to place table

**Step2.** Click 'Table Manager'  icon-button from the editing toolbar. Panel will appear at the bottom of the window



**Step3.** Select either numbered or unnumbered option

**Step4.** Select any of the given templates. Click Preview button to view the same



**Step5.** Click 'Insert' button. The selected template will appear at the end of the paragraph in which cursor was placed. If you have opted for numbered table, then citation of the numbered table will appear at the cursor position

### Origin and Description

Peanuts originated in Bolivia Table 1 and northeastern Argentina where a large number of wild forms are found. The cultivated species, *Arachis hypogaea*, was grown extensively by Indians in pre-Columbian times. Merchant ships carried seed to many continents during the early part of the sixteenth century. Although grown in Mexico before the discovery of America, the peanut was introduced in the United States from Africa.


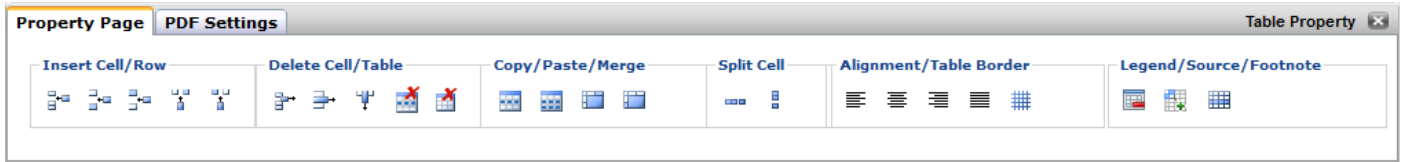


Table 1 Table Caption		
Heading 1	Heading 2	Heading 3
Content	Content	Content
Content	Content	Content
Content	Content	Content

### Table Properties Setting








You can directly start typing within the table. To insert new columns and rows, you can access property page by clicking on the table.





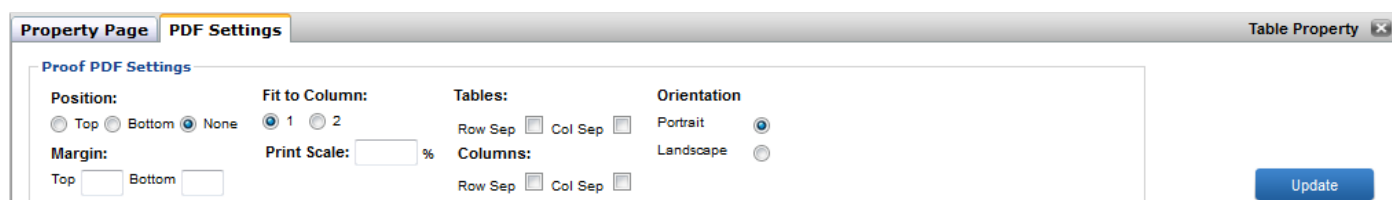
## What does this Icon do?

Icon	Tool Name	Meaning
	Insert Cell	Insert a cell at the place of cursor position
	Insert Row Above	Insert a row above the cursor position
	Insert Row Below	Insert a row below the cursor position
	Insert Column Left	Insert a column on the left of the cursor position
	Insert Column Right	Insert a column on the right of the cursor position
	Delete Cell	Delete the cell in which cursor is placed
	Delete Row	Delete the row in which cursor is placed
	Delete Column	Delete the column in which cursor is placed
	Clear Cell(s) Text	Remove the text of the cell, where cursor is placed
	Unnumbered Delete Table	Delete the selected unnumbered table
	Copy Multiple Cells	Make the inline selection and copy the selected cell(s)
	Paste Multiple Cells	Place the cursor, where you want to paste the copied content
	Merge Cell Right	Place the cursor before the one cell to merge it with the next one
	Merge Cell Down	Place the cursor above the one cell to merge it with the below one
	Split Cell Right	Place the cursor in the merge cell to split it from the right
	Split Cell Down	Place the cursor in the merge cell to split it from the down
	Justify Left	Keeps the selected text in the left alignment

	Justify Center	Keeps the selected text in the center alignment
	Justify Right	Keeps the selected text in the right alignment
	Justify Full	Keeps the selected text justify
	Visible Border	Makes the table-border visible / invisible
	Insert Table Legends	Insert table legends in the content
	Insert Table Source	Insert tale source in the content
	Insert Table Note	Insert table note in the content

## Table PDF Settings

You can change the PDF Settings of the table as per the requirement. For this, you have to click on the figure to activate the PDF Settings tab. On selecting this tab, panel grid will appear at the bottom of the page. You can change the position as well as orientation of the table in the PDF. Top and bottom margin can also be set through PDF Setting tab.

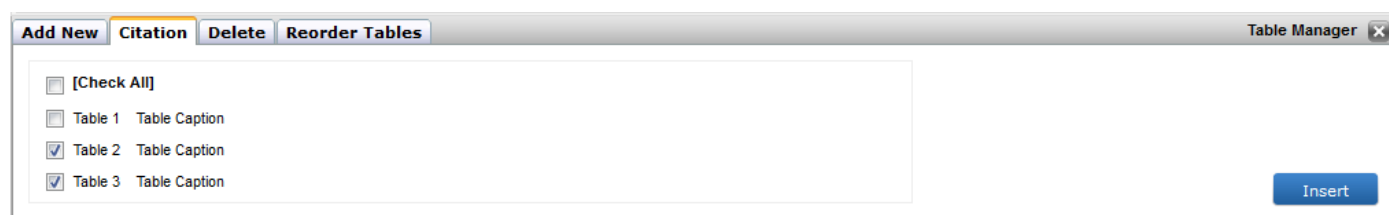


## Insert/Delete Table Citation

You can re-insert the citation of any existing table, using citation tab. Under this tab, a list of all the existing tables will appear. You can also select table(s) from the list as per the requirement and re-insert its citations by just specifying the cursor position. Follow the below-mentioned steps for the same:

**Step1.** Place the cursor within the content where you want to cite the citation(s) of the table(s)

**Step2.** Click 'Table Manager' icon-button. Panel will appear at the bottom of the window



**Step3.** Go to Citation panel. A list of all the existing tables will appear under this panel

**Step4.** Select table(s) from the list to cite their citation at the cursor position

**Step5.** Click 'Insert' button. The citation of the selected table will appear at the cursor position

## Peanut

A self-pollinated, one- to six-seeded legume (Table 2, Table 3). It is cultivated throughout the tropical and temperate climates of the world. The oil, expressed from the seed, is of high quality, and a large percentage of the annual world production is used for this purpose. In the United States some 65% goes into the cleaned and shelled trade, the end products of which are roasted or salted peanuts, peanut butter, and confections. See Legume, Rosales

*Note: You can manually delete the Table Citation from the content, using backspace key of the keyboard.*

## Delete Table

You can delete numbered as well unnumbered table(s) from the content, using only Table Manager and Property Page respectively. Follow the below-mentioned steps for the same:

### Delete Numbered Table

Follow the below-mentioned steps to delete a numbered table:

**Step1.** Place the cursor within the content to activate the table manager

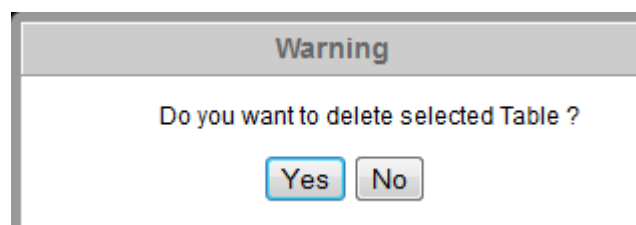
**Step2.** Click 'Table Manager' icon-button. Panel will appear at the bottom of the window

**Step3.** Go to 'Delete' tab. A list of all the existing tables will appear under this panel

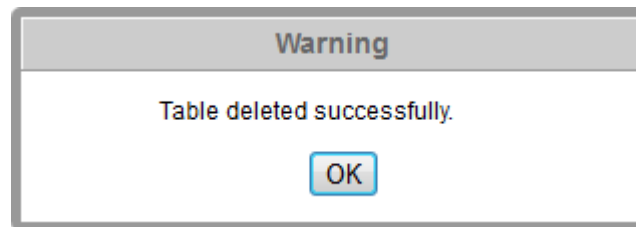


**Step4.** Select table(s) that you want to delete from the content

**Step5.** Click 'Delete' button. A warning message will appear, asking for the confirmation



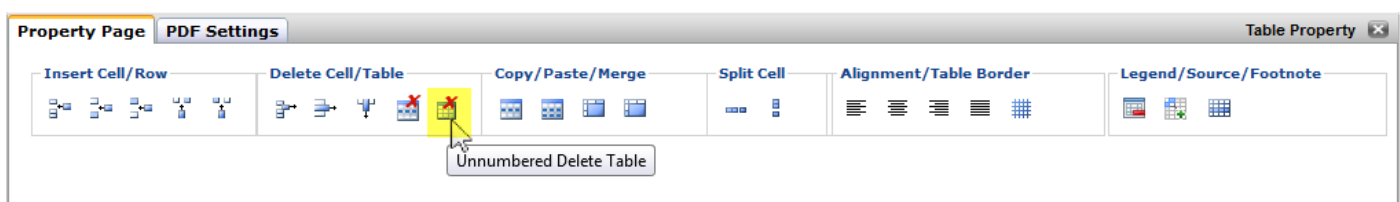
**Step6.** Click 'Yes' button to continue. An information message will appear. The selected table will get delete from the content




### Delete Un-numbered table

Follow the below-mentioned steps to delete an unnumbered table from the content:

- Step1.** Place cursor within the unnumbered table that you want to delete. On placing the cursor within the unnumbered table, a Property Page will appear at the end of the window




- Step2.** Click 'Unnumbered Delete Table'  icon-button that will appear under the Delete Cell/Table Section. The selected unnumbered table will get delete

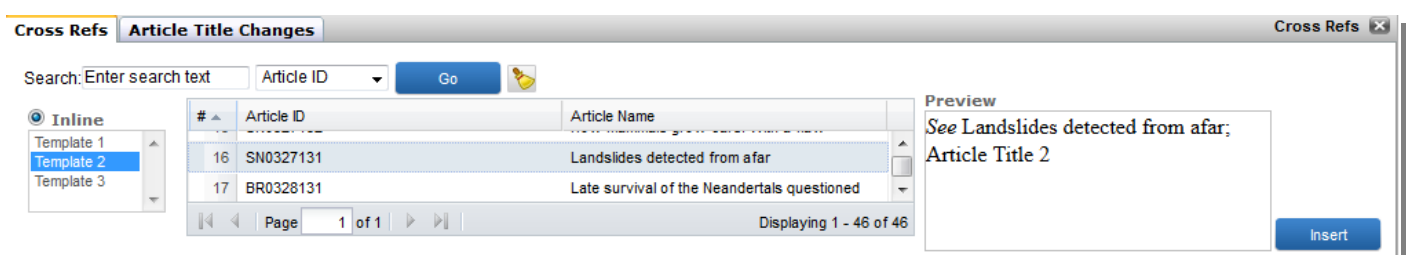
## Cross Refs

Using Cross Ref. feature, you can insert instance(s) within an article, which refers to related information elsewhere in another article of a journal.


### Search Article ID/Number for Cross Ref

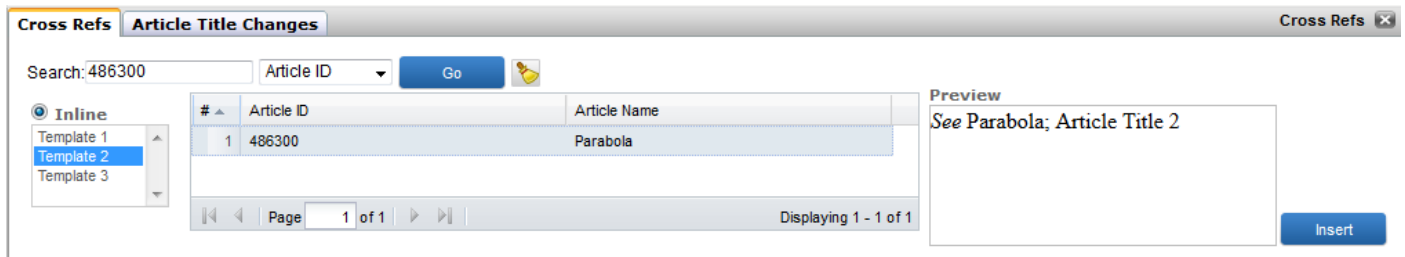
To search an Article ID or Article Number, follow the below-mentioned steps:

- Step1.** Place cursor within the content at the place where you want to insert the cross-ref
- Step2.** Click 'Cross Ref'  icon-button from the toolbar and a panel will appear at the bottom of the window
- Step3.** Enter the keyword in the text column
- Step4.** Choose keyword type in the adjacent column (Article No / Article Name)



**Step5.** Click 'Go' button. The search result will appear

a. Click  button to clear the search result



The screenshot shows the 'Cross Refs' window with the 'Article Title Changes' tab selected. The search bar contains '486300' and the dropdown is set to 'Article ID'. The 'Go' button is highlighted. Below the search bar, there is a table with columns '#', 'Article ID', and 'Article Name'. The table contains one row: '# 1', 'Article ID 486300', and 'Article Name Parabola'. To the left of the table is a sidebar with 'Inline' templates: 'Template 1', 'Template 2' (selected), and 'Template 3'. To the right of the table is a 'Preview' section showing 'See Parabola; Article Title 2'. At the bottom right of the preview is an 'Insert' button. The bottom of the window shows 'Page 1 of 1' and 'Displaying 1 - 1 of 1'.

## Insert Cross Ref.

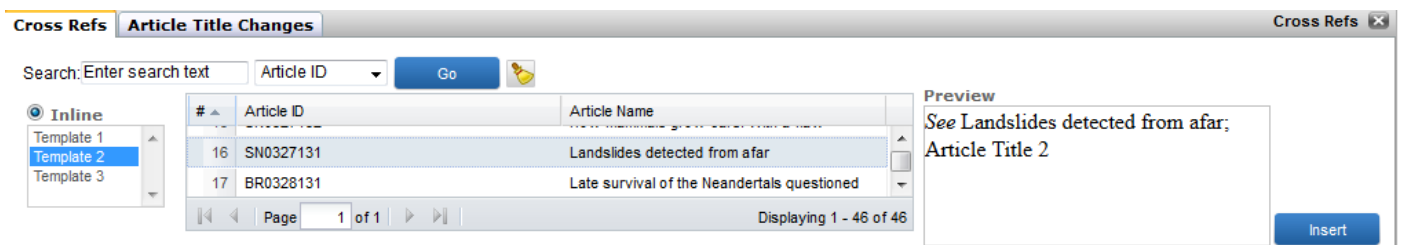
To insert a cross-ref within the content, follow the given steps:

**Step6.** Place cursor within the content at the place where you want to insert the cross-ref


**Step7.** Click 'Cross-Ref'  icon-button from the toolbar and panel will appear at the bottom of the window

**Step8.** Click any one of the given templates

**Step9.** Double click on the given 'Article ID' or 'Article Name' to select it. The Article entry will appear with as per the selected template under the 'Preview' section



The screenshot shows the 'Cross Refs' window with the 'Article Title Changes' tab selected. The search bar contains 'Enter search text' and the dropdown is set to 'Article ID'. The 'Go' button is highlighted. Below the search bar, there is a table with columns '#', 'Article ID', and 'Article Name'. The table contains two rows: '# 16', 'Article ID SN0327131', and 'Article Name Landslides detected from afar'; and '# 17', 'Article ID BR0328131', and 'Article Name Late survival of the Neandertals questioned'. To the left of the table is a sidebar with 'Inline' templates: 'Template 1', 'Template 2' (selected), and 'Template 3'. To the right of the table is a 'Preview' section showing 'See Landslides detected from afar; Article Title 2'. At the bottom right of the preview is an 'Insert' button. The bottom of the window shows 'Page 1 of 1' and 'Displaying 1 - 46 of 46'.

**Step10.** Click  button to insert the cross-ref at the cursor position

Feeding habits and food choices show wide variation. Most species eat insects or small animals; however, some groups have become specialized on a diet of nectar, seeds, fruits, small vertebrates, or even leaves and the waxy covering of berries for part of the year. Those species eating wax have enzymes to digest this material. Methods of obtaining food vary as well. Insect eaters include flycatchers and swallows, which catch insects in the air; creepers and nuthatches, which probe crevices in bark; thrashers, which dig into ground litter and soft earth; and dippers feeding under water. Moreover, groups of passerine birds that feed on seeds, on nectar, by flycatching, or by preying on large insects and small vertebrates have evolved independently several times within the order. Sorting out these convergen See Parabola; Article Title 2 t groups has been a difficult taxonomic task, which is still not completely resolved.


## Delete Cross Ref

To delete cross-ref from the content, use backspace key of the keyboard.

## Article Title Changes

Under the 'Article Title Changes' tab, you will see a list of all the unmatched article titles with their current article titles. You can simply select the unmatched article titles and update them by just clicking 'Update' button.


Cross Ref
Article Title Changes
Cross Ref X

Article Name Changes		
	Unmatched Article Title	Current Article Title
<input checked="" type="checkbox"/>	Parainfluenza virus	Parainfluenza 

Update

The updated article title will replace the unmatched article title within the content.

as have continued to be the payloads, people, and vehicles since their first recorded use in 1797. Comprising cloth s far simpler than that of aircraft. See Parainfluenza them, a result, parachute construction and design is a fairly ess” makes their aerodynamics much more complicated, so complicated in fact that modern supercomputers are te both the evolution of the parachute shape and the internal and external airflows, either during inflation or during raft, which are solid structures that deflect the air around them, parachutes not only deflect the surrounding air but During inflation, such feedback is even more dominant as both shape and flows are basically unsteady (that is, do ren the lack of streamlining both during and after inflation, turbulent flow rather than laminar flow controls the

On clicking ‘Find Article’  icon-button, you can also view the list of all the articles in which same unmatched article title is being referred available. If required, you can update the unmatched article titles in remaining articles as well.

## Miscellaneous Links










The Miscellaneous links section is provided at the right side of the editing window. You can show or hide the miscellaneous links section using the Expand/Collapse button. Under this section, you can see article-relevant information while working on it in editor.

Miscellaneous Links
Content Explorer
WordCount
Comment
Info
Query

### Content Explorer

This section includes the pointers for the entire content. Objects are abstracted as separate individual items. Each object type collectively contains the list elements. Object entities that are included in Content Explorer are:

Content Explorer

-  TOC
  -  Origin and Description
  -  Diseases
  -  Processing
  -  Table(2)
  -  Figure(2)
    -  1. A typical Virginia-type ...(1)
    -  2. Blue damage of seed coat...(1)
  -  References(6)

### Word Count

The Word Count section displays the following information:

1. No of words No of characters
2. No of characters including spaces
3. No of paragraphs
4. Percentage by which the article/asset has been modified

Word Count		
	Current	Source
Words	2263	2266
Characters	12753	12524
Characters (including spaces)	15000	14774
Paragraphs	55	54
3 Word(s) have been deleted, i.e. -0.13%		

## Comment

The Comment section allows you to post global or local comments.

1. The global comments appear in red color
2. Local comments appear in default (black) color
3. You can either print or reply a comment

Comment

PostComment

Reply Comment

This Chapter should not be here. Please Confirm

☐ Global
 ☐ Book
 

PostComment

[Global] This Chapter should not be here. Please Confirm.

Author(Author)

## Info

It displays all the users at different roles, who are working on the specified article.

Info
+ Admin (10)
+ Editorial Assistant (15)
+ Author (15)
+ Staff Editor (14)
+ Publisher (14)
+ Copy Editor First (14)
+ Managing Editor (14)
+ Copy Editor (14)
+ Production (13)

## Query

You can view the list of all queries included in the article from the Query section. You can also print a query.

Query

[Query:Auth-Q1 to ALL(C Ed)] This point is not important.

[Query:Auth-Q2 to ALL(D Ed)] Figure Citation is at Wrong Place?

Print